

SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING, SEPTEMBER 9, 2021

The Scott County School Board met for a regular School Board meeting on Thursday evening at 6:30 p.m. at the Scott County Career & Technical Center, 387 Broadwater Avenue, Gate City, VA 24251 with the following members present:

David Templeton, Chairman
Linda Gillenwater
Gail McConnell
Robin Hood
William "Bill" Houseright
Lon Stephen "Steve" Salle, Jr., Vice Chairman

OTHERS PRESENT: John I. Ferguson, Division Superintendent, Jason Smith, Assistant Superintendent, Angela Johnson, School Nutrition Agent/ Head Start Payroll Clerk, Clerk of the Board, Amanda Clark, Heritage TV, Morgan Snodgrass, Teacher representative VEA, Kathy Musick, VPE Representative Mike Rutowski, community member, Gabriel Edmunds, Scott County VA Star, Dustin Mays, Bridwell & Associates
Absent: Will Sturgill, School Board Attorney, Kim Henderson, Purchasing Specialist, Deputy Clerk of the Board

CALL TO ORDER/MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE: Chairman Templeton called the meeting to order at 6:30 p.m. and welcomed everyone. He asked everyone to present to observe a moment of silence and then Mr. Templeton led in citing the Pledge of Allegiance.

ITEMS TO ADD TO THE AGENDA/APPROVAL OF AGENDA: Chairman Templeton asked if there were any items to be added to the agenda, hearing none, Chairman Templeton asked for the approval of the agenda. On a motion by Mr. McConnell, seconded by Mr. Houseright, all members voting aye, the Board voted to approve the agenda.

APPROVAL OF THE AUGUST 3, 2021 REGULAR MEETING MINUTES: On a motion by Mr. Houseright, seconded by Ms. Gillenwater, all members voting aye, the Board voted to approve the meeting minutes of the August 3, 2021 regular meeting minutes as presented.

APPROVAL OF CLAIMS: On a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board voted to approve the claims as follows:
School Operating fund invoices in the amount of \$1,408,225.13 as shown by warrants

8133638-8133775 and electronic payroll direct deposit in the amount of \$1,420,979.62 & electronic tax deposits in the amount of \$568,288.38. Voided check numbers 8128516 & 8132939 totaling \$2,715.25.

Café fund invoices & payroll in the amount of \$30,385.11: and electronic payroll direct deposit for cafeteria in the amount of \$47,287.46. Head Start expenditures totaling \$92,928.84. By warrants # 22757-22876.

PUBLIC COMMENTS: Kathy Musick addressed the Board on behalf of the VA professional educators, gave out a handout about the organization being non-profit and twice a year they give out monies that is remaining in the funds, they don't need to run the organization, they give back to the schools to be used for the classrooms for supplies. A teacher at Dungannon has won it eight times. Jane Burdine just received the June submission. You do not have to be a member to qualify for the money. You just have to submit the form. She also commended the beautiful stone work in the auditorium of the Career and Technical Center. Job well done. Thank you.

Good Evening, thank you for allowing me to speak, my name is Mike Rutowski from Nickelsville, Virginia. Like to commend the board for taking a stance against Richmond, otherwise Richmond will run rush on us. Last meeting the focus seemed to be as to wither or not to charge out of state and out of county students a fee to go to our schools. It was a 6-0 vote against it. How are we supposed to pay for the influx of students? One member actually had the nerve to say raise taxes. People, 100% mistake. I bring home \$1,445.00 a month, out of that I have car insurance, gas, medications, and several other things to pay for. I degenerative disc disease. I cannot work. I would really love to but I can't. Instead of doing the right thing, you want me and everyone in Scott County to have their taxes raised. Right now, in Scott County faces a deficit of several hundreds of thousands of dollars, one of those reasons is because people are refusing to pay their taxes because they don't want to pay for out of state students or out of county students and they shouldn't. One of your members even posted on social media that you are basically open and that everyone is welcome, this is wrong people. These students, they are out of state, they are out of county, no, we should not have to pay for them. You gave the superintendent an 11% raise, his assistant a 7% raise, yet you only granted our teachers, the people who are responsible for teaching our children a measly 3% raise. That's wrong. I really wonder who's interest you have at heart? Obviously, it is not the people of Scott County.

Dustin Mays with Bridwell and Associates gave the Annual School Audit report. Dustin stated the total county wide school fund is down, due to Covid. Schools are not having the funds that they are used to. They done testing of eternal controls, everything looks fine. Checks are being singed correctly. Several small things were noted but all and all everything was fine.

SUPERINTENDENT'S REPORT:

DISCUSSION/APPROVAL SCOTT COUNTY BUS GARAGE LABOR RATE 2021-2022: On a motion by Mr. Templeton, seconded by Mr. Hood, all members voting aye, the Board voted to approve the bus garage labor rates for 2021-2022 as presented, this would included that the patron must set up an appointment time prior to service.

COMMITTEES:

On a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, Mr. Templeton was voted in as Board member and all others on the list approved for the 2021-2022 Communications Committee, as presented.

On a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, Mr. Houseright was voted in as Board member and all other on the list approve for the 2021-2022 Character Education Development Committee, as presented.

On a motion by Mr. Sallee, seconded by Mr. Houseright, all member voting aye the 2021-2022 School Safety Audit Committee list was approved as presented.

On a motion by Mr. Houseright, seconded by Mr. Templeton, all members voting aye, Ms. Gillenwater was voted in a Board member, and all other on the list approved for the 2021-2022 Salary & Fringe Benefits/School Calendar Committee as presented.

On a motion by Mr. McConnell, seconded by Ms. Gillenwater, all member voting aye, the Board voted to approve the 2021-2022 Parent Advisory Council for Federal Programs, as presented.

On a motion by Mr. Sallee, seconded by Mr. Hood, all members voting aye, the Board voted to approve the 2021-2022 Remediation Program Standards Committee, as presented.

On a motion by Ms. Gillenwater, seconded by Mr. Sallee, all members voting aye, the Board voted to approve the 2021-2022 Special Education/Special Education Preschool/504/Gifted and Talented Advisory Committee, as presented.

On a motion by Mr. McConnell, seconded by Mr. Houseright, all members voting aye, Mr. Steve Sallee and Mr. Robin Hood were approved for the 2021-2022 Drug Testing of Student Athletes Policy Committee, as well as the committee member as presented.

DISCUSSION/APPROVAL 1ST SEMESTER, 1ST QUARTER ALLOCATIONS: On a motion by Mr. Houseright, seconded by Mr. Sallee, all member voting aye, the Board voted to approve the 1st semester, 1st quarter allocations, as presented.

DISCUSSION/APPROVAL HEAD START PROGRAM FINANCIAL REPORT, JULY 2021: On a motion by Mr. McConnell, seconded by Mr. Hood, all members voting aye the Board voted to approve the Head Start financial report for July 2021, as presented.

DISCUSSION/APPROVAL HEAD START CHANGE IN SCOPE APPLICATION, #03CHO011328-02: On a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye the Board voted to approve the change in scope application #03CHO011328-02, as presented.

DISCUSSION/APPROVAL HEAD START CONTINUATION FUNDING APPLICATION, 2022: On a motion by Mr. Templeton, seconded by Mr. Hood, all members voting aye the Board voted to approve the Head Start Continuation Funding Application, 2022, as presented.

CLOSED MEETING: Mr. Sallee made a motion, seconded by Mr. McConnell, all members voting aye to enter into closed meeting at 7:12 p.m. to discuss Head Start Personnel, Teachers, Teaching Assistants, Coaches, and Cafeteria Staff as provided in Section 2.2-3711 of the Code of Virginia, as amended. Also, to consult with legal counsel pertaining to specific legal matters requiring legal advice as provided by 22-33711A (8) of the CODE of VIRGINIA as amended.

ROLL CALL VOTE:

AYES: David Templeton, Linda Gillenwater, Gail McConnell, Robin Hood, Bill Houseright, Steve Sallee

Nays: None

Absent: None

ITEMS BY ASSISTANT SUPERINTENDENT-JASON SMITH:

On a motion by Mr. Sallee, seconded by Mr. Hood, all members voting aye the Board voted to approve the School Meeting September 9, 2021 listing for Resignations and Employments as presented.

Resignation:

Emily Glenn, teacher, effective August 4, 2021

Melanie Sloan, Head Start Teacher, effective August 9, 2021

Michelle Lawson, school nurse, effective August 10, 2021

Beth Stidham, Health Services Coordinator, Head Start, effective August 24, 2021

Travis Flanary, teacher, effective August 12, 2021

Kayla Casura, teacher, effective August 17, 2021

Cindy Carter, child nutrition manager, effective September 10, 2021

Anna Fansler, Head Start teaching assistant, effective September 7, 2021

Jeff Lester, teacher, effective September 7, 2021

Employment:

Lisa Gibson, nurse, effective for the 2021-2022 school year

Hillary Fletcher, nurse, effective August 30, 2021

Nicole Burchett, teacher, effective for the 2021-2022 school year

Victoria Barber, child nutrition worker, effective August 23, 2021

Melanie Sloan, teacher, effective for the 2021-2022 school year

Courtney Christian, teacher, effective August 23, 2021

Casey Hill, custodian, effective August 19, 2021

David Kegley, custodian, effective August 23, 2021

Rocky West, custodian, effective September 10, 2021

Rhea McConnell, athletic director, GCMS, effective for the 2021-2022 school year

Audrianna Jennings, paraprofessional-art, effective August 25, 2021

Rachel Cardic, paraprofessional-music, effective August 30, 2021

Heather Osborne, teacher, effective August 30, 2021

Steve Lane, head varsity baseball coach, RCHS, effective September 7, 2021

Lucas Lane, assistant baseball coach, RCHS, effective September 7, 2021

Nick Hood, assistant softball coach, RCHS, effective September 7, 2021 (Split Stipend)

Mark Byington, assistant softball coach, RCHS, effective September 7, 2021 (Split Stipend)

Michael Paul Berry, head boys' track coach, RCHS, effective September 7, 2021

Chris Scott, non-stipend assistant boys' basketball coach, TSHS, effective for the 2020-2021 school year

Victoria Arnold, non-stipend drama coach, effective for the 2021-2022 season

On a motion by Mr. Templeton, seconded by Mr. McConnell, all members voting aye the Board voted to approve the substitute listing as presented:

Alyssa Ferguson

Debra Boy

Wanda Hubbard

Katie Hilton

Melanie Clark

Macy Dishner

On a motion by Mr. Houseright, seconded by Mr. Sallee, all members voting aye the Board voted to approve religious exemption to homeschool the following as presented:

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On a motion by Mr. Templeton, seconded by Mr. Hood, all members voting aye the Board voted to approve the FFCRA (Families First Coronavirus Relief Act) as presented.

BOARD MEMBER COMMENTS:

Mr. Houseright- Keep hanging in there, get through all this, working, helping each other out. Thank you all for all you do with this contact tracing, I know it's a lot to keep up with.

ADJOURNMENT: With no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 8:24 p.m. The next regular School Board meeting will be Tuesday, October 4, 2021 at 6:30 p.m. at the Scott County Career & Technical Center, 387 Broadwater Avenue, Gate City, VA 24251.


David Templeton, Chairman


Angela Johnson, Clerk of the Board

SCHOOL FUND EXPENDITURES
EARLY INVOICES - AUGUST 30, 2021

VENDOR	REASON	AMT PD
SAM'S CLUB	VI B SUPPLIES	3,272.84
STEPHEN BEAVERS	AUGUST 2021 ERIP PAYMENT	1,000.00
VIRGINIA DEPARTMENT OF SOCIAL SERVICES	BACKGROUND CHECKS	50.00
		\$4,322.84

SCHOOL FUND EXPENDITURES
EARLY INVOICES - AUGUST 26, 2021

VENDOR	REASON	AMT PD
MARK HALL	MAINTENANCE	5,800.00
VIRGINIA DEPARTMENT OF SOCIAL SERVICES	BACKGROUND CHECKS	150.00
		\$5,950.00

SCHOOL FUND EXPENDITURES
EARLY INVOICE - AUGUST 24, 2021

VENDOR	REASON	AMT PD
APPALACHIAN POWER COMPANY	ELECTRIC SERVICES	\$3,373.90
BVU	ELECTRIC SERVICES	2,931.45
RANDY MARION FORD	BUS GARAGE	39,926.00
		\$46,231.35

SCHOOL FUND EXPENDITURES
EARLY INVOICES - AUGUST 18, 2021

VENDOR	REASON	AMT PD
AMAZON CAPITAL SERVICES	VI B SUPPLIES	89.13
AMAZON CAPITAL SERVICES	VI B SUPPLIES	224.94
AMAZON CAPITAL SERVICES	VI B SUPPLIES	340.63
APPALACHIAN POWER COMPANY	ELECTRIC SERVICES	23,472.99
CDW GOVERNMENT	TECHOLGY	112.03
CINTAS	BUS GARAGE	1.07
CINTAS	BUS GARAGE	1.07
CINTAS	BUS GARAGE	1.07
CINTAS	BUS GARAGE	1.07
CINTAS	BUS GARAGE	9.68
CINTAS	BUS GARAGE	9.68
CINTAS	BUS GARAGE	9.68
CINTAS	BUS GARAGE	9.68
CINTAS	BUS GARAGE	12.64
CINTAS	BUS GARAGE	12.64
CINTAS	BUS GARAGE	12.64
CINTAS	BUS GARAGE	12.64
CINTAS	BUS GARAGE	23.39
CINTAS	BUS GARAGE	23.39
CINTAS	BUS GARAGE	23.39
CINTAS	BUS GARAGE	23.85
CINTAS	BUS GARAGE	23.85
CINTAS	BUS GARAGE	27.05
CINTAS	BUS GARAGE	27.05
CIT	COPIER SERVICE	45.33
CIT	COPIER SERVICE	62.28
CIT	COPIER SERVICE	95.59
CITY LOCK SHOP	MAINTENANCE	22.50
CITY LOCK SHOP	MAINTENANCE	42.00
CLIFFORD DEAN	MAINTENANCE	100.00
CLIFFORD DEAN	MAINTENANCE	100.00
COASTAL SUPPLY CO., INC.	MAINTENANCE	46.42
COASTAL SUPPLY CO., INC.	MAINTENANCE	1,017.12
CARD SERVICES CENTER/PVNB	CURRENT MONTHLY CHARGES/SBO	310.55
CARD SERVICES CENTER/PVNB	CURRENT MONTHLY CHARGES/MAIN	326.99
DPM INTERIOR SOLUTIONS	MAINTENANCE	486.13
EAI EDUCATION	MATHLETE INSTRUCTIONAL SUPPLIES	477.21
EAI EDUCATION	MATHLETE INSTRUCTIONAL SUPPLIES	498.26
EAST TENNESSEE SPRINKLER CO.	MAINTENANCE	975.00
HAJOCA CORPORATION	MAINTENANCE	753.74
HOLSTON GLASS COMPANY, INC.	MAINTENANCE	405.00
JOHNSTONE SUPPLY	MAINTENANCE	107.74
MARSH PROPANE	MAINTENANCE	175.02
MARSH PROPANE	MAINTENANCE	183.67
MCCOLLUM BOTTLED WATER LLC	PURCHASED SERVICE	43.88
MCGEE GROCERY	MAINTENANCE	983.27

SCHOOL FUND EXPENDITURES
EARLY INVOICES - AUGUST 18, 2021

RJ YOUNG	COPIER SERVICE	954.80
SCOTT COUNTY SCHOOL BOARD PETTY CASH FUND	REGISTRATION FEE REIMBURSEMENT	5.00
SHOEMAKER ELEMENTARY SCHOOL	MAINTENANCE	62.98
SNAP LEARNING INC.	STATE EQUIPMENT PURCHASE	4,367.00
THOMPSON & LITTON, INC.	MAINTENANCE	665.00
THOMPSON & LITTON, INC.	MAINTENANCE	750.00
TRI-CITY BUSINESS MACHINES CO.	COPIER SERVICE	45.00
TSPMA	MAINTENANCE	350.00
VASS	ANNUAL MEMBERSHIP DUES 7/1/21	2,500.00
VIRGINIA ELECTRIC SUPPLY	MAINTENANCE	228.50
VIRGINIA ELECTRIC SUPPLY	MAINTENANCE	360.96
VIRGINIA ELECTRIC SUPPLY	MAINTENANCE	496.03
		\$42,548.22

SCHOOL FUND EXPENDITURES
EARLY INVOICES - AUGUST 11, 2021

VENDOR	REASON	AMT PD
ACT FINANCE	INSTR. SUPPLIES	24.00
AMAZON CAPITAL SERVICES	COPIER SUPPLIES	35.26
AMAZON CAPITAL SERVICES	TITLE I SUPPLIES	282.40
APPALACHIAN POWER COMPANY	ELECTRIC SERVICE	7,034.78
ATHLETICS UNLIMITED	TITLE I SUPPLIES	181.87
CENTRIWORKS	COPIER SERVICE	546.32
HAJOCA CORPORATION	MAINTENANCE	52.66
HAJOCA CORPORATION	MAINTENANCE	374.20
HANDLE WITH CARE BEHAVIOR MANAGEMENT	SP ED PROFESSIONAL SERVICES	270.00
HELPING HAND, INC.	P.T. SERVICES	540.42
LOWE'S	BUS GARAGE	54.12
LOWE'S	MAINTENANCE	270.67
LOWE'S	MAINTENANCE	315.80
LOWE'S	MAINTENANCE	391.56
LOWE'S	MAINTENANCE	467.74
LOWE'S	MAINTENANCE	633.88
MARSH PROPANE	MAINTENANCE	217.70
MARSH PROPANE	BUS GARAGE	494.95
MOCCASIN GAP AUTO PARTS	BUS GARAGE	-91.36
MOCCASIN GAP AUTO PARTS	BUS GARAGE	-9.08
MOCCASIN GAP AUTO PARTS	BUS GARAGE	4.44
MOCCASIN GAP AUTO PARTS	BUS GARAGE	7.16
MOCCASIN GAP AUTO PARTS	BUS GARAGE	15.68
MOCCASIN GAP AUTO PARTS	BUS GARAGE	236.52
MOCCASIN GAP AUTO PARTS	BUS GARAGE	245.44
MOCCASIN GAP AUTO PARTS	BUS GARAGE	254.62
MORRISTOWN ROOFING COMPANY, INC.	MAINTENANCE	218,832.50
OFFICE DEPOT, INC.	VI B SUPPLIES	14.71
OFFICE DEPOT, INC.	VI B SUPPLIES	19.78
OFFICE DEPOT, INC.	VI B SUPPLIES	165.26
POWELL VALLEY ELECTRIC COOPERATIVE	ELECTRIC SERVICE	2,989.10
SCOTT COUNTY CAREER & TECHNICAL CENTER	TECHNOLOGY	117.18
SCOTT COUNTY SCHOOL BOARD PETTY CASH FUND	REIMBURSEMENT	5.95
SCOTT COUNTY SCHOOL BOARD PETTY CASH FUND	REIMBURSEMENT	42.51
SHOEMAKER ELEMENTARY SCHOOL	TITLE I SUPPLIES REIMBURSEMENT	786.25
SIX RIVERS MEDIA	ADVERTISING	180.00
SONNY MERRYMAN INC.	BUS GARAGE	487.35
SONNY MERRYMAN INC.	BUS GARAGE	98,561.00
STREAKWAVE WIRELESS INC.	TECHNOLOGY	941.05
VERIZON WIRELESS	PHONE SERVICE	217.29
VIRGINIA DEPARTMENT OF SOCIAL SERVICES	BACKGROUND CHECKS	190.00
VIVACITY TECH PBC	TECHNOLOGY	2,025.00
VIVACITY TECH PBC	TECHNOLOGY	237,187.50
		\$575,614.18

SCHOOL FUND EXPENDITURES
EARLY INVOICE - AUGUST 9, 2021

VENDOR	REASON	AMT PD
DUNGANNON WATER & SEWER	WATER SERVICES	44.00
		\$44.00

SCHOOL FUND EXPENDITURES
EARLY BILLS - AUGUST 4, 2021

ADDINGTON OIL CORPORATION	BUS GARAGE	98.45
ADMIN PARTNERS	HYBRID PLAN SERVICES	1,490.68
AMAZON CAPITAL SERVICES	TITLE I SUPPLIES	561.59
CALIMASTER	AUDIOMETERS SERVICE	720.00
CIT	ALT. ED COPIER SERVICE	172.00
DPM INTERIOR SOLUTIONS	MAINTENANCE	350.00
DUNGANNON WATER & SEWER	WATER SERVICES	75.00
GATE CITY WATER DEPARTMENT	WATER SERVICES	1,750.95
HELPING HAND, INC.	P.T. SERVICES	630.42
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HYPERTEC	SECURITY GRANT	1,662.12
HYPERTEC	SECURITY GRANT	61,025.21
MOCCASIN GAP AUTO PARTS	BUS GARAGE	-9.00
MOCCASIN GAP AUTO PARTS	BUS GARAGE	64.69
MOCCASIN GAP AUTO PARTS	BUS GARAGE	76.78
MOCCASIN GAP AUTO PARTS	BUS GARAGE	86.00
MOCCASIN GAP AUTO PARTS	BUS GARAGE	115.31
OFFICE DEPOT, INC.	TECHNOLOGY SUPPLIES	549.99
SCOTT COUNTY PSA	WATER SERVICES	2,400.51
SCOTT COUNTY SCHOOL BOARD PETTY CASH FUND	REIMBURSEMENT	5.84
SCOTT COUNTY VIRGINIA STAR	ADVERTISING	610.70
SONNY MERRYMAN INC.	BUS GARAGE	51.75
SONNY MERRYMAN INC.	BUS GARAGE	510.93
TRI-CITY BUSINESS MACHINES COMPANY	ALT. ED COPIER SERVICE	6.46
TRI-CITY BUSINESS MACHINES COMPANY	COPIER SERVICE	37.36
VIRGINIA ELECTRIC SUPPLY	MAINTENANCE	208.78
VIRGINIA ELECTRIC SUPPLY	MAINTENANCE	404.50
VIRGINIA ELECTRIC SUPPLY	MAINTENANCE	850.75
WRIGHT PEST ELIMINATION	PEST CONTROL SERVICES	530.00
		\$75,253.77

SCHOOL FUND EXPENDITURES
BOARD MEETING INVOICES - SEPTEMBER 9, 2023

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SCHOOL FUND EXPENDITURES
BOARD MEETING INVOICES - SEPTEMBER 9, 2021

HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
HMG OCCUPATIONAL MEDICINE	PHYSICAL	54.00
KIMBALL MIDWEST	BUS GARAGE	227.76
MCGEE GROCERY	MAINTENANCE	987.84
MOCCASIN GAP AUTO PARTS	BUS GARAGE	12.39
MOCCASIN GAP AUTO PARTS	BUS GARAGE	20.10
MOCCASIN GAP AUTO PARTS	BUS GARAGE	21.03
MOCCASIN GAP AUTO PARTS	BUS GARAGE	23.50
MOCCASIN GAP AUTO PARTS	BUS GARAGE	25.19
MOCCASIN GAP AUTO PARTS	MAINTENANCE	25.83
MOCCASIN GAP AUTO PARTS	BUS GARAGE	31.35
MOCCASIN GAP AUTO PARTS	BUS GARAGE	55.00
MOCCASIN GAP AUTO PARTS	BUS GARAGE	74.95
MOCCASIN GAP AUTO PARTS	BUS GARAGE	96.70
MOCCASIN GAP AUTO PARTS	BUS GARAGE	122.40
MOCCASIN GAP AUTO PARTS	BUS GARAGE	122.40
MOCCASIN GAP AUTO PARTS	BUS GARAGE	214.45
MOCCASIN GAP AUTO PARTS	BUS GARAGE	373.55
MORGAN SNODGRASS	PRESCHOOL SUPPLIES REIMB	123.99
MORGAN SNODGRASS	PRESCHOOL SUPPLIES REIMB	128.51
MORGAN SNODGRASS	PRESCHOOL SUPPLIES REIMB	152.32
MORGAN SNODGRASS	PRESCHOOL SUPPLIES REIMB	398.99
NCS PEARSON, INC.	TESTING SUPPLIES	1,506.75
OFFICE DEPOT, INC.	OFFICE SUPPLIES	2.13
QUILL CORPORATION	ALT. ED. SUPPLIES	16.51
QUILL CORPORATION	ALT. ED. SUPPLIES	55.01
QUILL CORPORATION	ALT. ED. SUPPLIES	104.63
QUILL CORPORATION	ALT. ED. SUPPLIES	215.62
REALLY GOOD STUFF, LLC	TITLE I SUPPLIES	537.26
REXEL	MAINTENANCE	99.63
REXEL	MAINTENANCE	617.78
RYE COVE INTERMEDIATE SCHOOL	PAINT REIMBURSEMENT	134.69

SCHOOL FUND EXPENDITURES
BOARD MEETING INVOICES - SEPTEMBER 9, 2021

SCOTT COUNTY CAREER & TECHNICAL CENTER	SCHOOL EXIT DRILL FORMS	39.90
SCOTT COUNTY CATTLE ASSOCIATION	ADVERTISING	100.00
SHOEMAKER ELEMENTARY SCHOOL	PRESCHOOL SUPPLIES REIMB	532.50
SINGAPORE MATH INC.	VI B SUPPLIES	440.30
SNIDER FLEET SOLUTIONS	BUS GARAGE	143.90
SNIDER FLEET SOLUTIONS	BUS GARAGE	556.00
SNIDER FLEET SOLUTIONS	BUS GARAGE	695.00
SONNY MERRYMAN INC.	BUS GARAGE	19.20
SONNY MERRYMAN INC.	BUS GARAGE	79.70
SONNY MERRYMAN INC.	BUS GARAGE	99.76
SONNY MERRYMAN INC.	BUS GARAGE	218.99
SONNY MERRYMAN INC.	BUS GARAGE	376.70
SONNY MERRYMAN INC.	BUS GARAGE	816.71
SONNY MERRYMAN INC.	BUS GARAGE	816.71
SONNY MERRYMAN INC.	BUS GARAGE	816.71
SWVA SUPERINTENDENTS GROUP REGION VII	MEMBERSHIP DUES	250.00
THE LAMPO GROUP, LLC	PERKINS SUPPLIES	11,938.98
TRI-CITY BUSINESS MACHINES CO.	COPIER SERVICES	143.33
TRI-STATE COMPLETE CHEMICAL & PAPER, INC.	BUS GARAGE	99.96
TRUCK PRO HOLDING CORPORATION	BUS GARAGE	808.58
TRUCK PRO HOLDING CORPORATION	BUS GARAGE	907.35
UNITED RENTALS	MAINTENANCE	287.00
VIRGINIA ELECTRIC SUPPLY	MAINTENANCE	291.24
VIVACITY TECH PBC	VPSA SUPPLIES	47,440.80
WILLIAM STURGILL	LEGAL PROFESSIONAL SERVICE	2,000.00
WRIGHT PEST ELIMINATION	PEST CONTROL SERVICES	530.00
		\$105,845.42

Cafeteria Expenditures

School Board Meeting: September 9, 2021

Bimbo Bakeries	\$85.33
New Dairy	\$1,390.34
Food City	\$197.89
Patricia Weatherly	\$138.00
Reinhart	\$5,264.31
Valley Proteins	\$276.00

Total: \$7,351.87

08/08/21

Scott County Public School Head Start Expenditure List As Per Resolution As of August 8, 2021

	Memo	Amount
Amazon Capital Services		
	P000177 shelf labels for classro...	170.91
Total Amazon Capital Services		170.91
American Electric Power Company		
	nickelsville	23.95
	dungannon	58.55
Total American Electric Power Company		82.50
Anthony Ratliff		
	WC HS & Central office	164.25
Total Anthony Ratliff		164.25
Bank of America-Platinum Plus		
	Zira user license 7/22/21-8/22/21	120.00
	stickers for Fun Fest activity	44.95
	pens, pencils, notebooks, eraser...	129.94
	refreshments purchased for volu...	62.80
Total Bank of America-Platinum Plus		357.69
Building Systems Technology, Inc.		
	fire alarm panel inspecitons 21-22	2,445.50
Total Building Systems Technology, Inc.		2,445.50
CCR Analytics		
	CCR famiily outcomes survey, s...	1,212.60
Total CCR Analytics		1,212.60
Dungannon Water & Sewer		
	dungannon	44.00
Total Dungannon Water & Sewer		44.00
Food City Credit Card		
	Shoemaker EHS	68.09
	Shoemaker EHS	88.74
	Shoemaker EHS	1.99
	Shoemaker EHS	3.99
	Shoemaker EHS	71.70
Total Food City Credit Card		234.51
Gate City Water Department		
	Shoemaker 1,2, Shoemaker EHS	109.80
Total Gate City Water Department		109.80
National Head Start Association		
	P000163 Membership dues 21-22	782.60
Total National Head Start Association		782.60
Powell Valley Electric Cooperative		
	duffield 1,2	177.35
Total Powell Valley Electric Cooperative		177.35
Ratliff Exterminating		
	P000176 pest control	50.00
Total Ratliff Exterminating		50.00
Scott County Public Service Authority		
	WC HS & Central office	12.58
Total Scott County Public Service Authority		12.58

08/08/21

**Scott County Public School Head Start
Expenditure List As Per Resolution
As of August 8, 2021**

	<u>Memo</u>	<u>Amount</u>
Scott County Telephone Co-Op.		
	Telephone/internet, August 2021	1,045.73
Total Scott County Telephone Co-Op.		1,045.73
Seesaw Learning, Inc.		
	P000162	814.00
Total Seesaw Learning, Inc.		814.00
Uline		
	P000145-1	7,390.70
Total Uline		7,390.70
Verizon Wireless		
	cell phone servie 6/14-7-16/21	119.25
Total Verizon Wireless		119.25
TOTAL		15,213.97

08/09/21

Scott County Public School Head Start Expenditure List As Per Resolution As of August 9, 2021

	Memo	Amount
Amazon Capital Services		
	Laptop adapter, ipad w/case for ...	341.98
	puppet for classroom	17.99
	resource book, book for classroom	42.83
	weber city EHS 1	95.96
	P000141 carbon monoxide detec...	66.20
	Weber City EHS 1	54.63
	P000155	88.93
	P000177	56.97
	19LL69D63QNW/P000167	149.33
Total Amazon Capital Services		914.82
American Electric Power Company		
	WC EHS	155.85
Total American Electric Power Company		155.85
Anthony Ratliff		
	WC EHS	60.75
Total Anthony Ratliff		60.75
Building Systems Technology, Inc.		
	P000111	904.50
Total Building Systems Technology, Inc.		904.50
CCR Analytics		
	CCR family outcomes survey, S...	197.40
Total CCR Analytics		197.40
Crystal Springs		
	water cooler rental/refill July 2021	48.90
Total Crystal Springs		48.90
Diana Morelen, PHD, IMH-E		
	21/22 Preservice	284.00
Total Diana Morelen, PHD, IMH-E		284.00
Factory to You Fence of Kingsport		
	DEHS	831.00
Total Factory to You Fence of Kingsport		831.00
Food City Credit Card		
	Weber City EHS	162.15
	Duffield EHS	115.74
	gas for van	18.62
	Duffield EHS	117.82
	Weber City EHS	236.04
	P000173	35.96
	Weber City EHS	3.99
	Weber City EHS	156.65
	Duffield EHS	166.99
	gas for van	34.35
	pre service training	107.50
Total Food City Credit Card		1,155.81
GreatAmerica Financial Services		
	xerox 7970 copier contract July 2...	61.58
	xerox B8045 copier contact Aug...	323.40
Total GreatAmerica Financial Services		384.98
Hungate Business Services, Inc.		
	xerox 7970 copier overages, July...	58.32

08/09/21

Scott County Public School Head Start **Expenditure List As Per Resolution** **As of August 9, 2021**

	Memo	Amount
Total Hungate Business Services, Inc.		58.32
Jimmy Rogers Flooring Inc.		
	Weber City EHS	3,730.92
Total Jimmy Rogers Flooring Inc.		3,730.92
National Head Start Association		
	Membership dues 21-22	127.40
Total National Head Start Association		127.40
Powell Valley National Bank		
	WC EHS	50.96
	Weber City EHS	13.97
	tent stakes, bulletin board letter...	33.82
	diapers, wipes, training pants	877.06
	meals for volunteers	107.21
Total Powell Valley National Bank		1,083.02
Quill Corporation		
	P000161	457.66
Total Quill Corporation		457.66
Ratliff Exterminating		
	Weber City EHS	50.00
Total Ratliff Exterminating		50.00
Scott County Head Start Petty Cash		
	DSS child abuse registry search ...	41.15
	child abuse registry search fees f...	11.15
Total Scott County Head Start Petty Cash		52.30
Scott County Public Service Authority		
	WC EHS	76.26
Total Scott County Public Service Authority		76.26
Scott County Telephone Co-Op.		
	Telephone/internet, August 2021	170.23
Total Scott County Telephone Co-Op.		170.23
Seesaw Learning, Inc.		
	P000162	132.00
Total Seesaw Learning, Inc.		132.00
Shred-It USA		
	paper shredding services, July 2...	95.37
Total Shred-It USA		95.37
Tri-State Complete Chemical & Paper		
	spray bottles, vinyl gloves	633.48
Total Tri-State Complete Chemical & Paper		633.48
Virginia Head Start Association		
	association program membershi...	168.00
Total Virginia Head Start Association		168.00
TOTAL		11,772.97

08/30/21

Scott County Public School Head Start
Expenditure List
As of August 30, 2021

	Memo	Amount
Amazon Capital Services		
	nickelsville-P000188	107.99
Total Amazon Capital Services		107.99
American Electric Power Company		
	HS office	348.08
	Shoemaker EHS	64.75
	Shoemaker 1,2 HS	95.94
	Weber city HS	29.85
Total American Electric Power Company		538.62
Anthony Ratliff		
	Shoemkaer EHS, Shoemaker 1,2	60.00
Total Anthony Ratliff		60.00
Bank of America-Platinum Plus		
	pediatric First Aid/CPR/AED	32.00
	P000182	24.00
	meals for volunteers	75.91
	Pre-Service 8/6/21	263.00
	pre service training 8/5/21	272.73
	p000171	18.00
	P000169	18.00
	P000170	18.00
	P000174	18.00
	P000168	26.00
	P000195	192.00
Total Bank of America-Platinum Plus		957.64
Curriculum Associates		
	P000157/1	436.80
Total Curriculum Associates		436.80
Dollar General Store - Weber City		
	Dungannon	33.00
Total Dollar General Store - Weber City		33.00
Donna Hufnagle (Other)		
	dungannon	23.17
Total Donna Hufnagle (Other)		23.17
GreatAmerica Financial Services		
	xerox 7970 copier contract Augus...	416.13
Total GreatAmerica Financial Services		416.13
Hungate Business Services, Inc.		
	xerox B8045 copier overages	18.57
Total Hungate Business Services, Inc.		18.57
JC McGee General Mdse		
	nickelsville	181.63
	materials to repair gutter	10.35
Total JC McGee General Mdse		191.98
Quill Corporation		
	P000186	601.46
Total Quill Corporation		601.46
Ratliff Exterminating		
	P000209	657.00

08/30/21

Scott County Public School Head Start
Expenditure List
As of August 30, 2021

	Memo	Amount
Total Ratliff Exterminating		657.00
Scott County Public Schools		
	Maintenance contract 7/1/2021-1...	7,925.35
Total Scott County Public Schools		7,925.35
Scott County Schools Cafeteria Fund		
	nickelsville	30.60
Total Scott County Schools Cafeteria Fund		30.60
Scott County Tobacco Warehouse		
	HS office Rent October 2021	1,530.00
Total Scott County Tobacco Warehouse		1,530.00
Tara Johnson *		
	folders, dust pans, brooms	24.22
Total Tara Johnson *		24.22
TOTAL		13,552.53

SCOTT CO BUS GARAGE LABOR RATES

INSPECTION STICKERS \$20

LABOR RATES \$75 PER HOUR

2021-2022
Communications Committee

Duffield Primary School	Olivia Green
Dungannon Intermediate School	Annie Henry
Fort Blackmore Primary School	Annie Henry
Gate City High School	Pat Davis
Gate City Middle School	Scot Fleming
Hilton Elementary School	Jennifer Smith
Nickelsville Elementary School	Sandy McMurray
Rye Cove High School	Dustin Fleenor
Rye Cove Intermediate School	Randal Elam
Scott County Career & Technical Center	Annette Parker
Shoemaker Elementary School	Teresa Duncan
Twin Springs High School	Cindy Fields
Weber City Elementary School	Shannon Pillion
Yuma Elementary School	Kayla Templeton
Superintendent	John Ferguson
Principal Representative	Christy Miller
Support Staff Representative	Karen Dunlap
VPE Representative	Rhonda Kilgore
SCEA Representative	Scott Fleming
School Board Member	David Templeton

2021-2022
CHARACTER EDUCATION DEVELOPMENT COMMITTEE

Central Office Representative	Reagan Mullins
School Board Member	Bill Houseright
Principal	Amy Sallee
Student-TSHS	Katie Percy
Student-GCHS	Macey Mullins
Student-GCMS	Ayden Seaver
Student-RCHS	Eva Roach
Parent/Community Member-TSHS	Jody Percy
Parent/Community Member-GCHS	Stacy Ervin
Parent/Community Member-GCMS	Melissa Seaver
Parent/Community Member-RCHS	Stephanie Roach
School Counselor	Bridgett Barnette
School Counselor	Crystal McConnell
School Counselor	Kelly Hood
School Social Worker	Angie Vermillion
School Psychologist	Katrina Smith-Toole

School Safety Audit Committee

2021-2022

Jason Smith	Central Office
Travis Nickels	Principal
Jennifer Meade	Principal
Greg Ervin	Principal
Scott Vermillion	Principal
Katrina Toole	School Psychologist
Angie Vermillion	School Social Worker
Kathy Funkhouser	School/Court Liaison
Tim Edwards	Transportation Coordinator
Robert Sallee	Maintenance Supervisor
Jeff Eads	Scott County Sherriff
Matt Bishop	Weber City Chief of Police
Justin Miller	Gate City Chief of Police
Jason Cox	Student Resource Officer
Brandon Jenkins	Student Resource Officer
Andy Jones	Student Resource Officer
Anthony Hass	Student Resource Officer
Robby Davis	Student Resource Officer
Billy Jack Cox	Student Resource Officer

Mark Harmon

Student Resource Officer

Pat Deskins

Student Resource Officer

Dustin Lane

Student Resource Officer

Darrin Pendleton

Student Resource Officer

Tiffany Howard

Nursing Coordinator

Rhonda Williams

Parent

Sherry Kilgore

Teacher

Roger Carter

Duffield Fire Department

Jeff Brickey

Gate City Fire Department

Roger Burke

Nickelsville Fire Department

2021-2022
SALARY & FRINGE BENEFITS/SCHOOL CALENDAR COMMITTEE

Duffield Primary School	Tiffany Scott
Dungannon Intermediate School	Sherry Kilgore
Fort Blackmore Primary School	Sherry Kilgore
Gate City High School	Kelsey Jones
Gate City Middle School	Holli Criswell/ Tyler Parks
Hilton Elementary School	Andrea Lawson
Nickelsville Elementary School	David Gwinn
Rye Cove High School	Kim Bishop
Rye Cove Intermediate School	Adam Hood
Scott County Career & Technical Center	Monica McClelland
Shoemaker Elementary School	Reba Kindle
Twin Springs High School	Joey Shipley
Weber City Elementary School	Carla Osborne
Yuma Elementary School	Shannon Ferguson
Central Office Representative	Jason Smith
Principal Representative	Travis Nickels
Support Staff Representative	Tim Edwards
VPE Representative	Adam Keith
SCEA Representative	Joey Shipley
School Board Member	Linda Gillenwater

2021-2022
PARENT ADVISORY COUNCIL FOR FEDERAL PROGRAMS

Tammy Quillen	Central Office Representative
Jennifer Taylor	Duffield Primary School
Kim Chaffin	Dungannon Intermediate School
Claire Ross	Fort Blackmore Primary School
Sarah Medukas	Hilton Elementary School
Alan Hammonds	Nickelsville Elementary School
Stacie Wilson	Rye Cove Intermediate School
Amanda Wolfe	Shoemaker Elementary School
Tina Gilmer	Twin Spring High School
Kellie Webb	Weber City Elementary School

2021-22
REMEDATION PROGRAM STANDARDS COMMITTEE

Remediation Coordinator	Tammy Quillen
Central Office Supervisor	Jennifer Frazier
School Board Member	David Templeton
Teacher	Carla Osborne
Principal	Christy Miller
Teacher	Michelle Bush
Parent	Tina Gilmer
Parent	Sarah Medukas

**Special Education/Special Education Preschool/504/Gifted and Talented
Advisory Committee
2021-2022**

The members are:

Pam Bellamy Randy Compton Judy Flanary (chairman) Gena Fuller Marquita Gillenwater Andy Jones Allison Kimbler	Renee' Light Sarah Medukas Chad Robinette Kelsey Taylor Angie Vermillion Stacy Wood Advisor: Brenda Peters Robinette
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2021-2022

DRUG TESTING OF STUDENT ATHLETES POLICY COMMITTEE

School Board Member	Steve Sallee/Robin Hood
Central Office Representative	Jason Smith/Reagan Mullins
Principal	Scott Vermillion
Principal	Chris Stapleton
Principal	Jordan Mullins
Athletic Director	Brent Roberts/Jeremy Houseright
Athletic Director	Michel Paul Berry
Athletic Director	Autumn McConnell
Coach	Cara Noe
Coach	Aaron Hillman
Coach	Tyler Webb
Coach	Robin Tiller
Coach	Cheyenne Osborne
Coach	Kelly Hood

Student Athlete	Ethan Fleming
Student Athlete	Doneva Bays
Student Athlete	Ethan Chavez
Student Athlete	Oliva Edwards
Student Athlete	Conner Lane
Student Athlete	Natalie White
Community Member/Parent	Jason Dishner
Community Member/Parent	Doneva Bays
Community Member/Parent	Casey Chavez
Community Member/Parent	Michael Edwards
Community Member/Parent	Tina Gilmer
Community Member/Parent	Bill Dingus
Nursing Coordinator	Tiffany Howard
School Social Worker	Angie Vermillion
School Board Member	Robin Hood
School Board Member	Steve Sallee

2021-22 ALLOCATIONS (1ST SEM, 1ST QTR)**SEPTEMBER 9, 2021**

	COPIER	REM./INST.	CUSTODIAL	TOTAL
DPS	\$1,750.00	\$2,400.00	\$3,600.00	\$7,750.00
DIS	\$1,000.00	\$550.00	\$900.00	\$2,450.00
FBPS	\$1,000.00	\$550.00	\$900.00	\$2,450.00
HES	\$1,000.00	\$1,100.00	\$1,800.00	\$3,900.00
NES	\$1,500.00	\$1,925.00	\$3,150.00	\$6,575.00
RCI	\$1,000.00	\$1,375.00	\$2,250.00	\$4,625.00
SES	\$2,750.00	\$4,400.00	\$5,875.00	\$13,025.00
WCES	\$2,125.00	\$2,750.00	\$4,500.00	\$9,375.00
YES	\$1,125.00	\$1,375.00	\$2,250.00	\$4,750.00
GCMS	\$1,700.00	\$2,750.00	\$4,500.00	\$8,950.00
GCHS	\$2,500.00	\$5,225.00	\$7,675.00	\$15,400.00
TSHS	\$1,020.00	\$1,650.00	\$2,700.00	\$5,370.00
RCHS	\$1,190.00	\$1,925.00	\$3,150.00	\$6,265.00
SCCTC	\$1,000.00	\$18,750.00	\$1,750.00	\$21,500.00
TOTAL	\$20,660.00	\$46,725.00	\$45,000.00	\$112,385.00

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FINANCIAL REPORT, JULY 2021

GRANT AWARDS

<i>Head Start</i> 1/1/21-12/31/21	Funding Type	Federal Share	NFS	Total Funding
03CH011328-02-01	Continuation	\$1,430,148	\$357,538	\$1,787,686
03CH011328-02-02	COLA	\$17,199	\$0	\$17,199
03CH011328-02-03	Carryover	\$24,163	\$0	\$24,163
	Total	\$1,471,510	\$357,538	\$1,829,048

<i>Early Head Start</i> 9/1/20-8/31/21	Funding Type	Federal Share	NFS	Total Funding
03HP000049-04-00	Continuation	\$372,363	\$93,091	\$465,454
03HP000049-04-01	COVID-19	\$21,091	\$0	\$21,091
03HP000049-04-02	COLA/QI	\$42,273	\$0	\$42,273
	Total	\$435,727	\$93,091	\$528,818

<i>CRRSA/ARP</i> 4/1/21-3/31/23	Funding Type	Federal Share	NFS	Total Funding
03HE000869-01-00	CRRSA (C5)	\$51,766	\$0	\$51,766
03HE000869-01-01	ARP (C6)	\$205,798	\$0	\$205,798
	Total	\$257,564	\$0	\$257,564

NON-FEDERAL SHARE (NFS)

Non-federal match is a statutory requirement of the Head Start Act Section 640(b). As stated in the Act, the grantee agency must provide 20 percent of the total costs of the Head Start program

Head Start	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 600.55	\$ 58,116.40	\$ 155,978.00	\$ 97,861.60	63%
School District	\$ 21,619.70	\$ 149,836.24	\$ 162,399.00	\$ 12,562.76	8%
Donations	\$ 6,390.62	\$ 31,315.11	\$ 39,161.00	\$ 7,845.89	20%
Total	\$ 28,610.87	\$ 239,267.75	\$ 357,538.00	\$ 118,270.25	33%

Early Head Start	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 5,485.90	\$ 43,633.19	\$ 68,271.00	\$ 24,637.81	36%
School District	\$ 1,447.51	\$ 9,990.52	\$ 9,205.00	\$ (785.52)	-9%
Donations	\$ 2,454.74	\$ 25,795.36	\$ 15,615.00	\$ (10,180.36)	-65%
Total	\$ 9,388.15	\$ 79,419.07	\$ 93,091.00	\$ 13,671.93	15%

ADMINISTRATIVE COST

*Allowable costs to develop and administer a Head Start program cannot exceed 15 percent of the total approved program costs, which includes both federal costs and non-federal match.
(Head Start Program Performance Standards 1303.5)*

Head Start	Current Month	YTD	Budgeted	Remaining
Personnel	\$ 9,848.63	\$ 69,521.11	\$ 125,508.00	\$ 55,986.89
Fringe	\$ 3,410.79	\$ 24,494.92	\$ 56,738.00	\$ 32,243.08
Travel	\$ -	\$ 38.46	\$ 533.00	\$ 494.54
Supplies	\$ -	\$ 393.81	\$ 993.00	\$ 599.19
Contractual	\$ 56.31	\$ 414.16	\$ -	\$ (414.16)
Other	\$ 1,248.96	\$ 13,908.57	\$ 36,233.00	\$ 22,324.43
Total	\$ 14,564.69	\$ 108,771.03	\$ 220,005.00	\$ 111,233.97

Month Admin. Cost 0.81%

YTD Admin. Cost 5.95%

Early Head Start	Current Month	YTD	Budgeted	Remaining
Personnel	\$ 1,602.87	\$ 18,326.03	\$ 22,328.00	\$ 4,001.97
Fringe	\$ 446.11	\$ 5,098.23	\$ 7,466.00	\$ 2,367.77
Travel	\$ -	\$ 10.63	\$ 82.00	\$ 71.37
Supplies	\$ 129.66	\$ 561.23	\$ 462.00	\$ (99.23)
Contractual	\$ 6.82	\$ 82.39	\$ -	\$ (82.39)
Other	\$ 940.72	\$ 8,419.55	\$ 13,268.00	\$ 4,848.45
Total	\$ 3,126.18	\$ 32,498.06	\$ 43,606.00	\$ 11,107.94

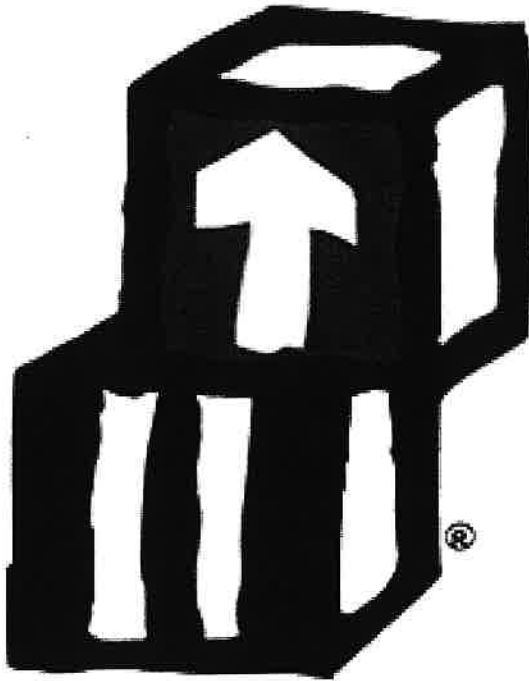
Month Admin. Cost 0.62%

YTD Admin. Cost 6.40%

CREDIT CARD TRANSACTIONS

Head Start Memo	Object Code	Debit	Credit	Balance
Ethics & the ECE Resource	20-3800	\$ (274.50)	\$ -	\$ (274.50)
Time & Attendance Software	6001	\$ (120.00)	\$ -	\$ (394.50)

Early Head Start Memo	Object Code	Debit	Credit	Balance
Ethics & the ECE Resource	20-3800	\$ (91.50)	\$ -	\$ (91.50)
Pediatric First Aid/CPR/AED	20-3800	\$ (64.00)	\$ -	\$ (155.50)
AED Replacemet Pads, materials	20-3800	\$ (203.71)	\$ -	\$ (359.21)
A/P First Aid/CPR/AED	20-3800	\$ (32.00)	\$ -	\$ (391.21)
VA Notary Public renewal	5801	\$ (45.00)	\$ -	\$ (436.21)
Dental supplies	6004	\$ (82.85)	\$ -	\$ (519.06)
Janitorial supplies	6005	\$ (19.78)	\$ -	\$ (538.84)
Food service supplies	6002A	\$ (119.60)	\$ -	\$ (658.44)



CHANGE IN SCOPE
APPLICATION

#03CH011328

01/01/2021-12/31/2021

*"Guiding low-income families toward school readiness and
self-sufficiency"*

SCOTT COUNTY
PUBLIC SCHOOL
HEAD START
PROGRAM

www.scottcountyheadstart.org

(276) 386-6051

centraloffice@scottcountyheadstart.org

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APPLICATION NARRATIVE

According to ACF-PI-HS-20-01, the final rule 45 CFR 1302.21(c)(2)(iv) states a program must provide 1,020 annual hours of planned class operations over at least eight months per year for 100% of its center-based funded enrollment by August 1, 2021. The final rule also includes a provision that allows the Secretary to lower the percentage of Head Start center-based slots that must operate at 1,020 annual hours. To mitigate a substantial reduction in children served, the requirement is lowered to 45%.

In 2003, community assessment data indicated the need for full-day center-based services. As a result, the program schedule was revised from 4 days per week to 5 days of services without a request for increased funding. Since then, all centers throughout the service area are open eight hours each day and available to accept children beginning at 7:30 AM. The program serves children for 8 hours per day, 172 days per year for a total of 1,376 duration hours.

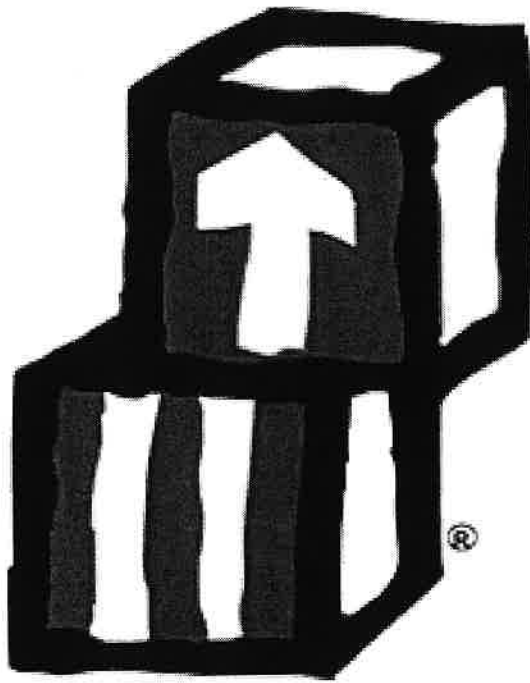
When completing the annual program schedule within HSES, management staff previously documented 6-6.5 hours per day instead of 8 hours with the assumption that hours did not begin until after breakfast is served. This resulted in a program schedule that reflected 1,118 duration hours when in reality children were receiving 1,376 duration hours yearly.

During the COVID-19 pandemic, Scott County Schools revised their operating hours to provide additional time for disinfecting and sanitizing classrooms. As a result, this schedule change impacted Head Start's access to bus transportation for enrolled children. The Head Start program revised centers hours to reflect a schedule consistent with the school system's schedule of 7:30 AM to 2:00 PM, 6.5 hours per day, for a total of 172 days and 1,118 duration hours.

When entering this change into HSES, management staff again did not calculate duration hours until after breakfast was served. This resulted in reporting 5.5 hours per day, for a total of 172 days and 946 duration hours. As a result in this miscalculation, HSES currently reflects a program schedule consistent with that less than the required duration hours. This change in scope application is a formal request to revise the program's hours to reflect the start and end times in which centers are open and available to accept children. During the 2021-2022 school year, Head Start will serve all enrolled children for 8 hours per day, for a total of 170 days and 1,360 duration hours.

BUDGET JUSTIFICATION

There are no proposed changes to the program's budget as a result of the change in scope application.



CONTINUATION FUNDING
APPLICATION

#03CH011328

01/01/2022-12/31/2022

*"Guiding low-income families toward school readiness and
self-sufficiency"*

SCOTT COUNTY
PUBLIC SCHOOL
HEAD START
PROGRAM

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SECTION I. PROGRAM DESIGN & APPROACH TO SERVICE DELIVERY

Subsection A: Goals

1. Program Goals, Measurable Objectives, and Expected Outcomes

The program goals can be found in the supporting documentation tab within HSES.

2. Alignment of School Readiness Goals with ELOF

No additions, deletions, or changes to report.

3. Governing Body/Policy Council Involvement in Establishing Program Goals

No additions, deletions, or changes to report.

Subsection B: Service Delivery

1. Service and Recruitment Area

2. Needs of Children and Families

2a. Number of Eligible Children Under Five Years of Age

According to 2019 population estimates by the United States Census, 21,566 people reside in Scott County, Virginia. Of the total population, 4.1% are under five years of age. With a median household income of \$39,820, approximately 14.8% of persons living within the service area live in poverty. The following data is the racial origin of Scott County residents: 97.6% White, .9% Black or African American, .3% American Indian and Alaskan Native, .2% Asian, .1% Native Hawaiian and Other Pacific Islander, .9% Two or More Races, 1.5% Hispanic of Latino.

According to DSS, there are currently five children under the age of five in foster care. As of August 2021, SCPSHS is not currently serving any children from the Scott County Foster Care program. The program works closely with the Scott County Foster Care program to obtain referrals for eligible children. The Early Childhood Special Education Program with Scott County Public Schools currently serves 20 children within Scott County, 2 of which are enrolled

full-time in Head Start. SCPSHS currently provides services to 10 children with disabilities. The program continues to work with the ECSE program through Child Find to obtain referrals.

Scott County serves homeless women and children through the Hope House of Scott County. SCPSHS and the LEA work together to ensure compliance with the federal mandates of the Stewart B. McKinney Homeless Assistance Act in conjunction with Virginia's House Joint Resolution 181. Through an interagency agreement, the LEA will inform Head Start of any homeless age eligible children in the county. The program informs the LEA's social worker of any homeless children and their siblings. As of August 2021, SCPSHS is currently serving one homeless child. As evidence above, the program's recruitment efforts include actively locating and recruiting children with disabilities, those that are homeless, and those in foster care.

2b. Service Needs of Proposed Children & Families

Due to the COVID-19 pandemic, Scott County has seen an influx in unemployment rates, disruptions to school and daily routines, illness and death, and mental health needs. SCPSHS has played a critical role in providing psychological first aid to families and employees through: stability of employment, including hourly non-contracted employees, resources on health and mental health, child development resources, nutritional and educational subsidies, and in person child care. SCPSHS acknowledges the need for continued trauma informed care for staff, families, and children. Head Start mental health referrals have increased by 4% since the start of the pandemic. Emotionally responsive environments and trauma informed care will be a major focus of our services.

For many families with young children, formal child care in centers or licensed family day homes is limited or unaffordable. As a result, most childcare services, other than Head Start, is provided through unlicensed care and/or with family members.

Nationally, unemployment rates saw a drastic increase in April 2020 as employers responded to the COVID-19 pandemic. The local labor force saw an unemployment rate of 13.6% during that time. Current data from the U.S. Bureau of Labor Statistics reveals many employers have begun to increase their workforce again and unemployment rates are slowly decreasing. According to July 2021 statistics from the Virginia Employment Commission, Virginia's unemployment rate was 4.2%, compared to a national average of 5.4%.

2c. Availability of Other Child Development Programs

Excluding SCPSHS, child care resources within the service area are very limited. There is currently one private religious exempt child care provider serving a capacity of 220 children six weeks to twelve years of age. Of the 220 children, the provider serves approximately 48 children ages six weeks to two years of age and 90 children ages three to five years of age. This provider has partnered with the public-school system to provide after school and summer care programs for school age children. There are also a limited number of private and in-home non-licensed child care providers. Approximate rates of child care within the county ranges from \$85 per week to \$170 for full time and daily rates of \$45 for a minimum of two days per week. As a result of COVID-19, child care providers within the service area have reduced their maximum capacity per classroom, resulting in a waitlist. The area is also experiencing an increase in weekly full-time child care rates. Over the past year, these rates have increased approximately \$160 per month for households with children ages 0-5. Gate City Christian School provides one Pre-K classroom, serving approximately five 4-year old children. The monthly rate for enrollment is \$155 per child. The Scott County School System offers six Pre-K classrooms, serving a total of 105 4-year old children throughout the county.

3. Proposed Program Option(s) and Funded Enrollment Slots

During the 2020-2021 school year, SCPSHS revised its program hours to reflect a corresponding schedule adopted by Scott County Schools (LEA). The LEA provides transportation for enrolled Head Start children. Without a modified schedule, many children may have been left without transportation and unable to receive services. SCPSHS will operate normal program hours for the 2021-2022 school year. Start and end times vary from center to center, however all centers provide services to children 8 hours per day, 172 days per year for a total of 1,376 hours.

4. Centers and Facilities

There are no proposed changes to centers and facilities. In addition, there are no minor renovations, repairs, or facilities activities subject to 1303 Subpart E.

5. Eligibility, Recruitment, Selection, Enrollment, and Attendance

5a. Recruitment Process to Ensure Services to Those in Greatest Need

In an effort to increase recruitment efforts and to reach all those in greatest need of program services, SCPSHS has partnered with a neighboring county to expand our recruitment territory. Many residents cross into the neighboring county for medical care, shopping, and entertainment.

6. Education and Child Development

Due to COVID-19 and possible closures, SCPSHS has expanded educational services to include online resources and activities through the Seesaw platform.

7. Health

There are no updates or proposed changes to health.

8. Family and Community Engagement

There are no updates or proposed changes to family and community engagement.

9. Services for Children with Disabilities

There are no updates or proposed changes to services for children with disabilities.

10. Transition

There are no updates or proposed changes to transition services.

11. Services to Enrolled Pregnant Women

SCPSHS does not currently provide services to enrolled pregnant women.

12. Transportation

There are no updates or proposed changes to transportation.

Sub-section C: Governance, Organizational, & Mgmt. Structures

1. Governance

There are no updates or proposed changes to governance.

2. Human Resource Management

An updated organizational chart can be found in the supporting documentation tab in

HSES.

3. Program Management and Quality Improvement

There are no updates or proposed changes to program management and quality

improvement.

SECTION II. BUDGET AND BUDGET JUSTIFICATION NARRATIVE

1. Detailed Narrative

The program's refunding letter projects **\$1,426,948** (HS - \$1,287,723 / EHS - \$139,225)

in federal funds to successfully operate the Head Start program for the budget period of

1/1/2022–12/31/2022. In addition, the training and technical assistance funding allocation will be

\$20,399 (HS - \$18,132 / EHS - \$2,267). Non-federal matching funds in the amount of **\$361,837**

(HS - \$326,464 / EHS - \$35,373) will be achieved through the implementation of this grant.

Total funding for this budget period is **\$1,809,184** (HS - \$1,632,319 / EHS - \$176,865).

Justification of budget line items are detailed below along with methods used to project costs for the on-going budget.

A. Personnel

SCPSHS has allocated a total of **\$886,245** (HS - **\$802,045** / EHS - **\$84,200**) of federal funds for payment of personnel. Of the total amount \$804,739 (HS - \$734,696 / EHS - \$70,043) has been allotted for the payment of contracted, full-time employees. These funds will be used to pay salaries for the following educational positions: two Early Head Start Teachers, eight Head Start Teachers, and eight Head Start Teacher Assistants. In addition, these funds will also pay a percentage of salaries for dual-program employees as detailed in the chart below.

JOB TITLE	# OF EMPLOYEES	% OF TIME ALLOCATED
Family Resource Specialist (FRS)	3	95%
Family & Community Services Coordinator (FCSC)	1	95%
Receptionist/Data Secretary (R/DS)	1	95%
Head Start Director (DIR)	1	85%
HR/Fiscal Officer (HR/FO)	1	85%
Child Development Services Coordinator (CDSC)	1	70%
Health Services Coordinator (HSC)	1	70%
Program Nurse (PN)	1	70%

Of the total personnel amount, \$81,506 (HS - \$67,349 / EHS - \$14,157) has been allotted for the payment of non-contracted part-time employees.

The program employs eight Classroom Aides (AIDE) to work 18 hours per week (3 days @ 4 hours, 1 day @ 6 hours) for approximately 33 weeks. The following calculation has been used to determine the budgeted cost of each position: $\$11 \text{ per hr.} \times 18 \text{ hrs. per week} \times 33 \text{ weeks} = \$6,534$.

The program employs one Nutrition Support / Educational Assistant (NS/EA) to purchase and deliver food supplies to centers. The following calculation has been used to determine the budgeted cost of this position: $\$11 \text{ per hr.} \times 6 \text{ hrs. per week} \times 33 \text{ weeks} = \$2,178$.

The program employs one Food Service Provider / Educational Assistant (FSP/ED ASST) to work 5.5 hours per day, 220 days. The following calculation has been used to determine the budgeted cost of this position: $\$11 \text{ per hr.} \times 5.5 \text{ hrs. per day} \times 220 \text{ days} = \$13,310$.

The program employs one Food Delivery Technician (FDT) to transport lunch to one classroom at the rate of \$9.73 per day. The following calculation has been used to determine the budgeted cost of this position: $\$9.73 \times 170 \text{ days} = \$1,654$

The Payroll/Invoice Clerk (P/IC) is employed by Scott County Schools and provides financial assistance including payroll/accounts payable & receivable support to the program. This position is budgeted at \$6,500 annually.

The program employs one Janitorial Services Technician (JST) for cleaning the central office. The following calculation has been used to determine the budgeted cost of this position: $\$20 \text{ per hr.} \times 2 \text{ hrs. per week} \times 52 \text{ weeks} = \$2,080$.

The Technology Support Specialist (TSS) provides computer, networking, and IT support to the program. The approximate annual cost based on an hourly rate of \$26.73, 15 hrs. per month x 12 months, is \$4,811. Utilizing the cost allocation plan, \$3,512 (73%) of the total cost of this position is for this grant project.

Cost allocation for staff who provide direct services to both HS and EHS families within this grant are determined based on the number of classrooms. (*e.g. annual salary / 9 classrooms x 1 EHS classroom = EHS allocation*). This includes the CDSC, HSC, PN, NS/ED ASST., FCSC, & FRS. Cost allocation for staff who do not provide direct services to both HS and EHS families, but work with both programs within this grant are determined based on funded

enrollment. This includes the DIR, R/DS, P/IC, HR/FO, JST, & TSS. (e.g. 8 EHS children / 148 total children = 5% EHS allocation, 95% HS allocation).

B. Fringe Benefits

SCPSHS has allocated **\$369,348 (HS - \$336,736 / EHS - \$32,612)** of the total federal funds for payment of employee fringe benefits. These allocated funds will provide payments for the program's share of payroll taxes, insurance, retirement, and other fringe benefits. Calculations have been determined based on section A. *Personnel* and section F. *Other (Substitutes)*, if applicable, multiplied by the fringe benefit rates detailed below.

FICA – This line item represents the program's share of Medicare and Social Security taxes. The amount is calculated at 7.65% of total salaries to include contracted and non-contracted personnel paid by this grant. The following calculation is used to determine this line item: $HS - \$824,485 \times 7.65\% = \$63,073$ / $EHS - \$88,600 \times 7.65\% = \$6,778 = \$69,851$.

WORKER'S COMPENSATION – This line item represents the program's share of worker's compensation insurance costs. The amount is calculated at .28% of total salaries to include contracted and non-contracted personnel paid by this grant. The following calculation is used to determine this line item: $HS - \$824,485 \times .28\% = \$2,309$; $EHS - \$88,600 \times .28\% = \$248 = \$2,557$.

UNEMPLOYMENT – This line item represents the program's share of unemployment costs. The amount is calculated at .23% of total salaries to include contracted and non-contracted personnel paid by this grant. The following calculation is used to determine this line item: $HS - \$824,485 \times .53\% = \$4,370$; $EHS - \$88,600 \times .53\% = \$470 = \$4,840$.

HEALTH INSURANCE – This line item represents the program's share of health insurance costs. Contracted employees, working 40 hours per week are eligible to receive health

insurance benefits offered by Scott County Schools. The monthly employer cost for each employee is contingent upon coverage type and is outlined in the chart below.

COVERAGE TYPE	EMPLOYER COST
Employee Only	\$460
Employee + 1	\$550
Family	\$725

Based on historical data, the program anticipates 22 contracted staff will participate in then the employer provided health insurance. The following calculation is used to determine this line item: $HS - 16 @ emp. only rate \$460 \times 12 + 1 @ emp. +1 rate \$550 \times 12 + 3 @ family rate \$725 \times 12 = \$121,020$; $EHS - 2 @ emp. only rate \$460 \times 12 = \$11,040 = \$132,060$.

DENTAL INSURANCE – This line item represents the program’s share of dental insurance costs. Contracted employees, working 40 hours per week are eligible to receive dental insurance benefits offered by Scott County Schools. The monthly employer costs of dental insurance for each covered employee is \$20 regardless of chosen coverage type. Based on historical data, the program anticipates 16 contracted staff will enroll/remains enrolled in the employer provided dental insurance. The following calculation is used to determine this line item: $HS - 14 employees \times \$20 \times 12 = \$3,360$; $EHS - 2 employees \times \$20 \times 12 = \$480 = \$3,840$.

GROUP LIFE – This line item represents the program’s share of group life insurance costs. Contracted employees, working 40 hours per week are eligible to receive group life insurance offered by Scott County Schools. The employer cost of group life insurance is 1.34% of an employee’s gross earnings. The following calculation is used to determine this line item: $HS - \$734,696 \times 1.34\% = \$9,845$; $EHS - \$70,043 \times 1.34\% = \$939 = \$10,784$.

RETIREMENT – This line item represents the program’s share of retirement costs.

Contracted employees, working 40 hours per week are eligible to receive retirement options through the State of Virginia’s retirement system (VRS). The monthly required employee contribution for eligible employees is 5% of gross earnings. Employees hired on or after January 1, 2014, are enrolled in the Hybrid VRS retirement plan. Hybrid plan employees can opt-in to additional investment contributions with employer matching incentives. The employer cost of retirement is approximately 16.62% of an employee’s gross earnings. Hybrid plan employees are also eligible for the Virginia Local Disability Plan (VLDP). The program anticipates approximately 50% of employees are eligible for VLDP and the monthly employer cost is .47% of an employee’s gross earnings. In addition, VRS members are eligible to receive a health insurance credit upon retirement to assist with the cost of health insurance premiums. This credit is established by the Virginia General Assembly for each year of service and added to a retiree’s monthly retirement benefit. The monthly employer cost of the health insurance credit is 1.21% of an employee’s gross earnings. The following calculation is used to determine this line item: *HS* - $\$734,696 \times 16.62\% = \$122,106 + \$734,696 \times .24\% = \$1,763 + \$734,696 \times 1.21\% = \$8,890 = \$132,759$; *EHS* - $\$70,043 \times 16.62\% = \$11,641 + \$70,043 \times .24\% = \$168 + \$70,043 \times 1.21\% = \$848 = \$12,657 = \$145,416$.

FRINGE				
	%	HS	EHS	TOTAL
<i>Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance</i>				\$77,248
FICA	7.65%	\$63,073	\$6,778	
Worker's Compensation	.28%	\$2,309	\$248	
Unemployment	.53%	\$4,370	\$470	
TOTAL	8.46%	\$69,752	\$7,496	
<i>Health / Dental / Life Insurance</i>				\$146,684
Health Insurance	16%	\$121,020	\$11,040	
Dental Insurance	.48%	\$3,360	\$480	

Group Life Insurance	1.34%	\$9,845	\$939	
TOTAL	17.82%	\$134,225	\$12,459	
<i>Retirement</i>				\$145,416
VRS	16.62%	\$122,106	\$11,641	
VLDP	.24%	\$1,763	\$168	
Health Insurance Credit	1.21%	\$8,890	\$848	
TOTAL	18.07%	\$132,759	\$12,657	
FRINGE TOTAL	44.35%	\$336,736	\$32,612	\$369,348

C. Travel

Of the total federal funds, **\$2,757 (HS - \$2,424 / EHS - \$333)** has been allocated for travel expenses incurred by staff while attending the Virginia Head Start Association Director's Council. This out of town travel will include lodging (\$180 nightly + 12% tax rate x 3 staff x 4 nights), meals (\$200), and gasoline (\$333). Expenditures incurred within this line item will adhere to federal per diem rates and policies and procedures established in the program's Fiscal Manual regarding out of town travel.

TRAVEL			
	HS	EHS	TOTAL
Staff Out-of-Town Travel	\$2,424	\$333	\$2,757
TRAVEL TOTAL	\$2,424	\$333	\$2,757

D. Supplies

SCPSHS has budgeted **\$44,872 (HS - \$37,588 / EHS - \$7,284)** to purchase supplies necessary for this grant. The program has evaluated the existing supply expenditures along with historical data to develop the supply budget.

OFFICE SUPPLIES – This line item has been allotted at **\$8,500 (HS - \$7,555 / EHS - \$945)** for the budget period. These expenditures include the cost of consumable office supplies such as file folders, copier paper, pens, scissors, and printer cartridges. Of the total office supplies budget, \$500 (HS - \$444 / EHS - \$56) has been allotted for postage.

CHILD & FAMILY SERVICES SUPPLIES – This line item has been allotted at **\$11,951** for the budget period. Of the total amount, \$12,922 (HS - \$10,033 / EHS - \$2,889) has been allotted for classroom/educational supplies. These expenditures include the cost of diapering/toilet training supplies, COR Advantage License, ChildPlus, PQA, Kindermusik, Ready Rosie, and any additional classroom/educational supplies needed. Of the total amount \$2,000 (HS - \$1,778 / EHS - \$222) has been allotted to medical and dental supplies. These expenditures include the cost of toothbrush kits and medical supplies such as First Aid kits. Of the total amount, \$200 (EHS) has been allocated to transition supplies. These expenditures include the cost of a resource fair, Early Intervention into Head Start fair, and appropriate transition children's books.

FOOD SUPPLIES – This line item has been allotted at **\$16,250** (HS - \$13,778 / EHS - \$2,472) for the budget period. Of the total amount, \$14,250 (HS - \$12,000 / EHS - \$2,889) has been allotted to food supplies. These expenditures include the purchase of nutritional food supplies for children in the centers. These funds are in addition to CACFP funds the program will apply for through the State of Virginia. Expenditures from this line item may include field trips, food experiences, and non-CACFP reimbursable meals purchased for staff members, who are required to eat with the children. Of the total budgeted line item, \$2,000 (HS - \$1,778 / EHS - \$222) has been allotted for food service supplies. These expenditures include the cost incurred for the replacement of appliances, serving utensils, food storage products, non-food consumable supplies for center meal preparation, and the purchase of chlorine test strips used in the centers.

JANITORIAL SUPPLIES – This line item has been allotted at **\$5,000** (HS - \$4,444 / EHS - \$556) for the budget period. Expenditures from this line item include sanitization and disinfectant products purchased to maintain clean facilities.

SUPPLIES			
	HS	EHS	TOTAL
<i>Office Supplies</i>			\$8,500
Office Supplies	\$7,111	\$889	
Postage	\$444	\$56	
TOTAL	\$7,555	\$945	
<i>Child & Family Services Supplies</i>			\$15,122
Classroom/Educational Supplies	\$10,033	\$2,889	
Medical & Dental Supplies	\$1,778	\$222	
Transition		\$200	
TOTAL	\$11,811	\$3,311	
<i>Food Supplies</i>			\$16,250
Food Supplies	\$12,000	\$2,250	
Food Service Supplies	\$1,778	\$222	
TOTAL	\$13,778	\$2,472	
<i>Janitorial Supplies</i>			\$5,000
Janitorial Supplies	\$4,444	\$556	
TOTAL	\$4,444	\$556	
SUPPLIES TOTAL	\$37,588	\$7,284	\$44,872

E. Contractual

SCPSHS has budgeted **\$20,200** (HS - **\$17,876** / EHS - **\$2,324**) for contractual services.

The program routinely evaluates contract agreements to ensure contracts are necessary for providing quality services.

HEALTH/DISABILITIES SERVICES – This line item has been allotted at **\$4,140** (HS - **\$3,600** / EHS - **\$540**) for the budget period. SCPSHS has a contract with Frontier Health Inc. for child observations and other mental health services. Frontier Health provides this service at a cost of \$30 per hour. The program estimates 1.5 hours of mental health services per classroom monthly. The following calculation is used to determine this line item: HS - $\$30 \times 1.5 \times 8 \times 10 = \$3,600$; EHS - $\$30 \times 1.5 \times 1 \times 12 = \540 .

SCPSHS provides high quality, cost effective services for the children and families in this area and has a strong base for the creation of this in the on-going budget. Costs incurred for

mental health services is reasonable in light of the services provided to participating children and families.

OTHER CONTRACTS – This line item has been allotted at **\$16,060 (HS - \$14,276 / EHS - \$1,784)** for the budget period. SCPSHS contracts with Scott County Schools to provide maintenance support to the program. The negotiated rate is based on 50% of the total cost of a full-time contracted position within the school’s maintenance department. This is an approximate annual program cost of \$22,000. Utilizing the cost allocation plan, \$16,060 (73%) of the total maintenance services expense is for this grant program.

CONTRACTUAL			
	HS	EHS	TOTAL
<i>Health / Disabilities Services</i>			\$4,140
Mental Health Services	\$3,600	\$540	
<i>Other Contracts</i>			\$16,060
Maintenance Services	\$14,276	\$1,784	
CONTRACTUAL TOTAL	\$17,876	\$2,324	\$20,200

F. Other

SCPSHS has allotted **\$103,526 (HS - \$91,054 / EHS - \$12,472)** for the payment of line items within the “Other” category of the budget. The expenditures contained within this category are explained by line item below.

RENT – This line item has been allotted at **\$9,180 (HS - \$8,160 / EHS - \$1,020)** for the budget period. SCPSHS has a rental agreement with Cozart Rental Company for property located at 303, 305, & 307 Legion St. These locations house two Early Head Start classrooms, one Head Start classroom, and Central Office, which has both administrative and programmatic staff. This rental agreement is effective May 1, 2017 – December 31, 2035. Listed within this agreement is a monthly rental rate of \$900 for the period of January 1, 2021 – December 31, 2025.

Expenditures within this line item benefit multi-grant projects. Utilizing the cost allocation plan, 85% of the total rent expenses is for this grant program.

UTILITIES, TELEPHONE – This line item has been allotted at **\$29,413 (HS - \$26,578 / EHS - \$2,835)** for the budget period. Of the total amount, \$16,811 (HS - \$15,111 / EHS - \$1,700) has been budgeted for utilities. This includes electricity and/or propane for central office and seven classrooms. Of the total amount, \$12,602 (HS - \$11,467 / EHS - \$1,135) has been allotted for telephone expenditures. This includes the cost of two cell phones and phone/internet for central office and all classrooms.

STUDENT ACCIDENT INSURANCE – This line item has been allotted at **\$814 (HS - \$770 / EHS - \$44)** for the budget period. Student accident insurance is provided through VACORP and paid to Scott County Schools at the rate of approximately \$5.50 per child. The following calculation is used in determining this line item *HS - $\$5.50 \times 140 \text{ children} = \770 ; EHS - $\$5.50 \times 8 \text{ children} = \44 .*

BUILDING MAINTENANCE/REPAIR – This line item has been allotted at **\$3,727 (HS - \$3,000 / EHS - \$727)** for the budget period. These expenditures include the cost of routine pest control by a licensed exterminator, bi-annually, general routine maintenance to the playgrounds, center classrooms, and other repairs as needed.

LOCAL TRAVEL – This line item has been allotted at **\$1,222 (HS - \$1,000 / EHS - \$222)** for the budget period. The program has a mileage reimbursement rate of \$.505 per mile, established by the Scott County Board of Supervisors, when staff use personal vehicles for work-related travel. These expenditures also include the purchase of gasoline for program-owned vehicles.

SUBSTITUTES – This line item has been allotted at **\$26,840 (HS - \$22,440 / EHS - \$4,400)** for the budget period. The program anticipates approximately 12 hours each day spent on substitutes working in the Head Start classrooms for a total of 170 days. The following calculation has been used to determine this line item: *12 hours x 170 days x \$11 per hour = \$22,440*. The program anticipates substitutes working in the Early Head Start classroom for 8 hours each day for approximately 50 days (21% of contract year). The following calculation has been used to determine this line item: *8 hours x 50 days x \$11 per hour = \$4,400*.

PARENT SERVICES / ACTIVITIES – This line item has been allotted at **\$936 (HS - \$840 / EHS - \$96)** for the budget period. These expenditures include \$10 mileage reimbursements to parents for policy council meetings, annual parent enrichment trip, and any additional scheduled parent activities.

ACCOUNTING & LEGAL SERVICES – This line item has been allotted at **\$2,900 (HS - \$2,578 / EHS - \$322)** for the budget period. An independent contracted auditor is selected by Scott County government on an annual basis to provide auditing services.

PUBLICATIONS, ADVERTISING, PRINTING – This line item has been allotted at **\$15,374 (HS - \$13,860 / EHS - \$1,514)** for the budget period. These funds will be utilized for copier contracts, educational magazine subscriptions, job advertisements, and procurement bid announcements.

HEALTH SERVICES – This line item has been allotted at **\$2,960 (HS - \$2,800 / EHS - \$160)** for the budget period. These expenditures include the cost of payments for any medical or dental expenses incurred by enrolled children.

FIELD TRIPS – This line item has been allotted at **\$2,394** (HS - **\$2,222** / EHS - **\$172**) for the budget period. These expenditures include admission, transportation, and any additional costs for children and families while attending program field trips.

DISCRETIONARY FUNDS – This line item has been allotted at **\$3,560** (HS - **\$3,000** / EHS - **\$560**) for the budget period. Discretionary funds are used by classroom and family resource staff to purchase educational items for individual classrooms. Each classroom receives up to \$30 per month. Family resource staff receive up to \$20 per month each to purchase family engagement materials that promote school readiness. All purchases must be pre-approved by supervisors and receipts must be submitted for reimbursement. The following formula is used to determine this line item: *HS - \$30 x 8 classrooms x 10 months + 3 FRS staff x \$20 x 10 months = \$3,000; EHS - \$30 x 1 classroom x 12 months + 1 FRS staff x \$20 x 10 months = \$560 = \$3,560.*

HEALTH WELLNESS – This line item has been allotted at **\$250** (HS - **\$250** / EHS - **\$50**) for the budget period. This line item is used to pay the cost of required health physicals and TB screenings for un-insured staff. SCPSHS utilizes the Scott County Health Department for staff physicals and TB screenings if needed.

ASSOCIATION, DUES, FEES, & MARKETING – This line item has been allotted at **\$3,906** (HS - **\$3,556** / EHS - **\$350**) for the budget period. These expenditures include the cost of licensing the centers, recruitment materials, and pre-employment screenings for staff.

OTHER			
	HS	EHS	TOTAL
		<i>Rent</i>	\$9,180
Rent	\$8,160	\$1,020	
		<i>Utilities, Telephone</i>	\$29,413
Utilities	\$15,111	\$1,700	
Telephone	\$11,467	\$1,135	
TOTAL	\$26,578	\$2,835	

<i>Building & Child Liability Insurance</i>			\$814
Student Accident Insurance	\$770	\$44	
<i>Building Maintenance / Repair</i>			\$3,727
Building Maintenance / Repair	\$3,000	\$727	
<i>Local Travel</i>			\$1,222
Local Travel	\$1,000	\$222	
<i>Substitutes</i>			\$26,840
Substitutes	\$22,440	\$4,400	
<i>Parent Services / Activities</i>			\$936
Parent Services / Activities	\$840	\$96	
<i>Accounting & Legal Services</i>			\$2,900
Accounting & Legal Services	\$2,578	\$322	
<i>Publications / Advertising / Printing</i>			\$15,374
Publications / Advertising / Printing	\$13,860	\$1,514	
<i>Health Services</i>			\$2,960
Health Services	\$2,800	\$160	
<i>Field Trips</i>			\$2,394
Field Trips	\$2,222	\$172	
<i>Discretionary Funds</i>			\$3,560
Discretionary Funds	\$3,000	\$560	
<i>Health Wellness</i>			\$300
Health Wellness	\$250	\$50	
<i>Association, Dues, Fees, & Marketing</i>			\$3,906
Association, Dues, Fees, & Marketing	\$3,556	\$350	
OTHER TOTAL	\$91,054	\$12,472	\$103,526

G. Training & Technical Assistance Allocation

Training and technical assistance funds have been allocated to the program in the amount of **\$20,399 (HS - \$18,132 / EHS - \$2,267)**. Justification of budget line items are detailed below along with methods used to project costs for the on-going budget.

TRAVEL (OUT-OF-TOWN TRAVEL) – This line item has been allotted at **\$5,464 (HS - \$4,856 / EHS - \$608)** for the budget period. These expenditures include travel expenses incurred by staff and parents while attending beneficial training. The program anticipates four staff will attend the VA Head Start Association Infant Toddler Conference. This out of town travel will include lodging (\$109 nightly + 12% tax rate x 2 rooms), meals, and gasoline. Five staff and one parent will attend the VA Head Start Association Annual Conference. This out of

town travel will include lodging (\$109 nightly + 12% tax rate x 3 rooms), meals, and gasoline. Two staff will attend the VA Head Start Association Health & Family Institute. This out of town travel will include lodging (\$109 nightly + 12% tax rate), meals, and gasoline. Three staff will attend the VA Head Start Association Director's Council. This out of town travel will include meals. All other out-of-town travel associated with this training has been budgeted under program funds. Two staff will attend the State of Virginia's CACFP training. This out of town travel will include lodging (\$109 nightly + 12% tax rate), meals, and gasoline. Expenditures incurred within this line item will adhere to federal per diem rates and policies and procedures established in the program's Fiscal Manual regarding out-of-town travel.

OTHER (TRAINING & STAFF DEVELOPMENT) – This line item has been allotted at **\$14,935 (HS - \$13,276 / EHS - \$1,659)** for the budget period. These expenditures include the following: CDA credentialing fees for three staff at \$425, CDA renewal fees for two staff at \$125 each, CLASS recertification for 5 staff at \$110 each, college credit recertification fees for one teacher at \$600, High Scope curriculum training at \$6,000, MAT renewal/certification for 10 staff at \$7, and Pediatric First Aid/CPR for 12 staff at \$30 each. These funds will also be used to pay registration fees for the following local or online trainings: East Tennessee State University Early Childhood Educator Conference for 15 staff at \$32 each, Smart Beginning Early Childhood Educator Conference for 4 staff at \$20 each, Tender Loving Caregivers Conference for 4 staff at \$20 each, Al's Pals Training for 2 staff at \$300 each. Registration fees will also be paid for the following out of town trainings, all of which are held in the State of Virginia: Virginia Head Start Association (VHSA) Infant/Toddler Conference for 4 staff at \$275 each, VHSA Annual Conference for six staff/parents at \$360 each, VHSA Health & Family Institute for two staff at \$310 each, and the VHSA Director's Council for three staff at \$285 each.

Additionally, \$245 will be allotted for publications, guides, checklists, or other necessary resource materials for parents and staff.

Allocations for the training and technical assistance plan are determined based on the total line item cost divided by the total number of classrooms and applied to Head Start and Early Head Start accordingly.

H. Administrative Costs

The HR/Fiscal Officer records and monitors administrative costs monthly utilizing the allocation of administrative costs as defined in the Cost Allocation Plan. These costs are reported on the monthly financial report made available to policy council and the governing body.

The 15% maximum allowable administrative cost for this budget period is **\$271,377 (HS - \$244,847 / EHS - \$26,530)**. The below listed chart details the budget allocations for administrative cost per line item category.

PERSONNEL (PROGRAM DESIGN & MANAGEMENT)				
	%	HS	EHS	TOTAL
PERSONNEL TOTAL		\$114,795	\$6,377	\$121,172

FRINGE BENEFITS				
	%	HS	EHS	TOTAL
<i>Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance</i>				\$10,251
FICA	7.65%	\$8,782	\$488	
Worker's Compensation	.28%	\$321	\$18	
Unemployment	.53%	\$608	\$34	
TOTAL	8.46%	\$9,711	\$540	
<i>Health / Dental / Life Insurance</i>				\$12,808
Health Insurance	8.73%	\$10,022	\$557	
Dental Insurance	.5%	\$574	\$32	
Group Life Insurance	1.34%	\$1,538	\$85	
TOTAL	10.57%	\$12,134	\$674	
<i>Retirement</i>				\$21,896
VRS	16.62%	\$19,079	\$1,060	
VLDP	.24%	\$276	\$15	

Health Insurance Credit	1.21%	\$1,389	\$77	
TOATL	18.07%	\$20,744	\$1,152	
FRINGE TOTAL	37.1%	\$42,589	\$2,366	\$44,955

Fringe benefits were calculated based on the percentage of the employee's salary defined as administrative costs multiplied by the actual fringe benefit percentage (*e.g. 100% administrative salary x 7.65% FICA*).

TRAVEL				
	%	HS	EHS	TOTAL
			<i>Travel</i>	\$576
Staff Out-of-Town Travel	7%	\$510	\$66	
TRAVEL TOTAL		\$510	\$66	\$576

SUPPLIES				
	%	HS	EHS	TOTAL
			<i>Office Supplies</i>	\$595
Office Supplies	7%	\$498	\$62	
Postage	7%	\$31	\$4	
TOTAL		\$529	\$66	
			<i>Janitorial Supplies</i>	
Janitorial Supplies	7%	\$311	\$39	\$350
SUPPLIES TOTAL		\$840	\$105	\$945

CONTRACTUAL				
	%	HS	EHS	TOTAL
			<i>Other Contracts</i>	\$1,516
Maintenance Services/Solid Waste	6%	\$1,348	\$168	
CONTRACTUAL TOTAL		\$1,348	\$168	\$1,516

OTHER				
	%	HS	EHS	TOTAL
			<i>Rent</i>	\$5,100
Rent	25%	\$4,533	\$567	
			<i>Utilities, Telephone</i>	\$2,107
Utilities	6%	\$1,123	\$102	
Telephone	7%	\$803	\$79	
TOTAL		\$1,926	\$181	
			<i>Building & Child Liability Insurance</i>	\$1,211

Building & Contents	6%	\$484	\$60	
Public Employees Bond	100%	\$593	\$74	
TOTAL		\$1,077	\$134	
<i>Building Maintenance / Repair</i>				\$694
Building Maintenance / Repair	6%	\$524	\$170	
<i>Local Travel</i>				\$86
Local Travel	7%	\$70	\$16	
<i>Accounting & Legal Services</i>				\$2,900
Accounting & Legal Services	100%	\$2,578	\$322	
<i>Publications / Advertising / Printing</i>				\$1,076
Publications / Advertising / Printing	7%	\$970	\$106	
<i>Training</i>				\$1,045
Training	7%	\$929	\$116	
<i>Health Wellness</i>				\$22
Health Wellness	7%	\$18	\$4	
<i>Association, Dues, Fees, & Marketing</i>				\$274
Association, Dues, Fees, & Marketing	7%	\$249	\$25	
<i>Automobile Insurance</i>				\$439
Automobile Insurance	7%	\$390	\$49	
OTHER TOTAL		\$13,264	\$1,690	\$14,954

TOTAL **\$184,118 (HS - \$173,346 / EHS - \$10,772)**

Administrative cost calculations are detailed in the Cost Allocation Plan. This plan has been uploaded into HSES as supporting documentation. The total administrative cost percentage for the budget period is as follows: *HS – 11%; EHS – 6%.*

2. Delegate Agency Agreement, Partnership Contract, & Any Single Item Costing More than \$150,000

SCPSHS does not have any delegate agency agreement or partnership contracts. The program is not requesting the purchase of any single item costing more than \$150,000 in the “Contractual” or “Other” budget categories.

3. Planned Use of Cost-of-Living Adjustment (COLA)

When cost of living, quality, or other improvement funds are allocated to the program, policy council and the school board determine the allocation of funds. COLA funds are applied to all steps on the salary scale.

4. Organization's Financial & Property Management; Internal Controls

There are no proposed change to the program's financial & property management or internal controls.

5. Non-Federal Match

SCPSHS will provide the non-federal match and in-kind from center volunteers, donations from the community, and Scott County Schools in the amount of **\$361,837 (HS - \$326,464 / EHS - \$35,373).**

A. Personnel

The Scott County Schools Nurse Coordinator provides technical assistance to the program on health-related needs and serves on the program's Health Advisory Committee. The School Nurse Coordinator spends approximately 27 hours per year (*1.5 hours x 2 Health Advisory Committee meetings + 24 hours as needed*) working with SCPSHS. The entry level hourly rate of pay for this position is \$29.76 (200-day employee). The non-federal match for this position is \$804. This non-federal match benefits multi-grant projects. Utilizing the cost allocation plan, **\$563 (HS – \$500 / EHS - \$63)** or 70% of the total match is for this project.

The Scott County Schools Speech Language Pathologist (SLP) provides annual training on increasing language and vocabulary skills and participates in the program's annual self-assessment. The SLP spends approximately 10 hours annually (*8 hours for self-assessment, 2 hours for training*) working with SCPSHS. The entry level hourly rate of pay for this position is \$32.21 (200-day employee). The non-federal match for this position is \$322. This non-federal match benefits multi-grant projects. Utilizing the cost allocation plan, **\$225 (HS - \$200 / EHS - \$25)** or 70% of the total match is for this project.

The Scott County Schools Kindergarten Teacher provides annual training to program parents on kindergarten transition. The kindergarten teacher spends approximately 4 hours

annually (*2 hours + training + 2 hours self-assessment*) working with the program. The entry level hourly rate of pay for this position is \$27.30 (200-day employee). The non-federal match for this position is **\$109 (HS)**.

The Scott County Schools Supervisor of Secondary Education and School Nutrition serves as a nutrition resource for the program and ensures CACFP components are met for meals in the SFA agreement. This position spends approximately 4 hours per month, 48 hours annually, working with SCPSHS. The entry level hourly rate of pay for this position is \$42.54 (260-day employee). The non-federal match for this position is \$2,042. This non-federal match benefits multi-grant projects. Utilizing the cost allocation plan, **\$1,736 (HS - \$1,543 / EHS - \$193)** or 85% of the total match is for this grant project.

The Scott County Schools Division Superintendent and/or designee provides oversight to the program. This position signs off on purchase orders, grant applications for federal funds, and provides technical assistance in all personnel and fringe matters. The Division Superintendent spends approximately 120 hours (10 hours per month) annually working with SCPSHS. The entry level hourly rate of pay for this position is \$51.00 (260-day employee). The non-federal match for this position is \$6,120. This non-federal match benefits multi-grant projects. Utilizing the cost allocation plan, **\$5,202 (HS - \$4,624 / EHS - \$578)** or 85% of the total match is for this grant project.

Hourly rates of pay for the above listed positions have been verified by the Payroll Manager for Scott County Schools.

PERSONNEL			
CHILD HEALTH & DEVELOPMENT			
	HS	EHS	TOTAL
<i>Teachers / Infant Toddler Teachers</i>			\$109

Kindergarten Teacher	\$109		
<i>Health/Mental Health Services Personnel</i>			\$563
School Nurse Coordinator	\$500	\$63	
<i>Disabilities Services Personnel</i>			\$225
Speech Language Pathologist	\$200	\$25	
<i>Nutrition Services Personnel</i>			\$1,736
Supervisor of Secondary Ed./School Nutrition	\$1,543	\$193	
PROGRAM DESIGN & MANAGEMENT			
<i>Executive Director</i>			\$5,202
Division Superintendent of Schools	\$4,624	\$578	
PERSONNEL TOTAL	\$6,976	\$859	\$7,835

B. Fringe Benefits

The fringe benefits non-federal share match for the positions listed above is as follows:

FRINGE BENEFITS				
	%	HS	EHS	TOTAL
<i>Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance</i>				\$664
FICA	7.65%	\$534	\$66	
Worker's Compensation	.28%	\$20	\$2	
Unemployment	.53%	\$37	\$5	
TOTAL	8.46%	\$591	\$73	
<i>Health / Dental / Life Insurance</i>				\$828
Health Insurance	8.73%	\$609	\$75	
Dental Insurance	.5%	\$35	\$4	
Group Life Insurance	1.34%	\$93	\$12	
TOTAL	10.57%	\$737	\$91	
<i>Retirement</i>				\$1,414
VRS	16.62%	\$1,159	\$143	
VLDP	.24%	\$16	\$2	
Health Insurance Credit	1.21%	\$84	\$10	
TOTAL	18.07%	\$1,259	\$155	
FRINGE TOTAL	37.1%	\$2,587	\$319	\$2,906

C. Contractual

MENTAL HEALTH SERVICES - Frontier Health Inc. provides mental health services to SCPSHS at a discounted rate of \$100 per hour. This non-federal share donation is approximately **\$9,200 (HS – \$8,000 / EHS - \$1,200)**. The following calculation is used in

determining the rate: *HS - \$100 x 1 hr. x 10 months x 8 classrooms = \$8,000; EHS - \$100 x 1 hr. x 12 months x 1 classroom = \$1,200).*

TRANSPORTATION – The program anticipates **\$188,972 (HS)** in school bus transportation provided to and from the centers for Head Start children. The following calculation is used in determining the rate: *HS - \$7.94 per child x 140 children x 170 days = \$188,972.*

SOLID WASTE COLLECTION – Scott County schools provides solid waste collection for all program facilities. Based on rates for comparable services offered, this service is provided as a non-federal share match of \$12,626 yearly. Utilizing the cost allocation plan, **\$9,217 (HS - \$8,193 / EHS - \$1,024)** or 73% of the total share benefits this grant project.

CONTRACTUAL			
	HS	EHS	TOTAL
<i>Health / Disabilities Services</i>			\$9,200
Mental Health Services	\$8,000	\$1,200	
<i>Child Transportation Services</i>			\$188,972
School Bus Transportation	\$188,972		
<i>Other Contracts</i>			\$9,217
Solid Waste Collection	\$8,193	\$1,024	
CONTRACTUAL TOTAL	\$205,165	\$2,224	\$207,389

D. Other

RENT – SCPSHS has a lease agreement with Cozart Rental Company for commercial building space and land located at 303, 305, & 307 Legion Street. This lease is being provided to the program at a discounted rate of \$900 monthly. According to the program's most recent appraisal report, the market rental rate of this property is \$2,000 monthly, resulting in a non-federal share match of \$13,200 yearly. This non-federal share match benefits multi-grant

projects. Utilizing the cost allocation plan, **\$11,220 (HS - \$9,973 / EHS - \$1,247)** or 15% of the total amount is non-federal share match for this grant project.

UTILITIES/TELEPHONE – Scott County Schools provides a match in the form of utilities at an amount of **\$3,600 (HS)** annually. Electricity services are paid by the school system at 218 Shoemaker Dr. (Shoemaker 4). Water services are paid by the school system at 657 Duff-Patt Hwy. (Duffield 1 & 2), 218 Shoemaker Dr. (Shoemaker 4), and 11477 Nickelsville Hwy. (Nickelsville). The following calculation is used to determine this match: *water \$40 monthly x 2 x 12 + \$80 monthly x 12 = \$1,920 + electricity \$140 monthly x 12 = \$1,680 = \$3,600.*

BUILDING & CHILD LIABILITY INSURANCE – *Building, contents general/excess liability, and cyber risk insurance* is provided by Scott County Schools through VACORP. Based on coverage rates effective 7/1/2020, 15% of the total annual contribution is a non-federal share match for SCPSHS. The estimated non-federal share match is \$10,551. This non-federal share match benefits multi-grant projects. Utilizing the cost allocation plan, **\$9,074 (HS - \$8,066 / EHS - \$1,008)** or 86% of the total amount is non-federal share match for this grant project.

Additionally, *educator's legal liability and crime insurance* is provided by Scott County Schools through VACORP. Based on coverage rates effective 7/1/2020, 15% of the total annual contribution is a non-federal share match for SCPSHS. The estimated non-federal share match is \$834. This non-federal share match benefits multi-grant projects. Utilizing the cost allocation plan, **\$667 (HS - \$593 / EHS - \$74)** or 80% of the total amount is non-federal share match for this grant project.

MAINTENANCE & REPAIRS – Scott County Schools provides lawn care and mowing services to the following locations for the period of April – September each year at non-

federal share donation of approximately \$350 monthly per site: Duffield, Dungannon, Nickelsville, and Shoemaker. This non-federal share match benefits multi-grant projects. The following calculation is used to determine this match: $HS - \$350 \times 6 = \$2,100 \times 73\% = \$1,533 + \$350 \times 2 \times 6 = \$4,200 = \$5,733$; $EHS - \$350 \times 1 \times 6 = \$2,100$

VOLUNTEERS – SCPSHS anticipates volunteer match in the amount of **\$105,044 (HS - \$78,199 / EHS - \$26,845)**.

VEHICLE INSURANCE – *Bus and automobile insurance* is provided by Scott County Schools through VACORP. Based on coverage rates effective 7/1/2020, 15% of the total annual contribution is a non-federal share match for SCPSHS. The estimated non-federal share match is \$7,290. This non-federal share match benefits multi-grant projects. Utilizing the cost allocation plan, **\$6,269 (HS - \$5,572 / EHS - \$697)** or 86% of the total amount is non-federal share match for this grant project.

OTHER			
	HS	EHS	TOTAL
		<i>Rent</i>	\$11,220
Rent	\$9,973	\$1,247	
		<i>Utilities</i>	\$3,600
Utilities	\$3,600		
		<i>Building & Child Liability Insurance</i>	\$9,741
Building & Contents Insurance	\$8,066	\$1,008	
Public Employee Bond (Employee Liability)	\$593	\$74	
TOTAL	\$8,659	\$1,082	
		<i>Building Maintenance / Repair & Occupancy</i>	\$7,833
Maintenance & Repairs	\$5,733	\$2,100	
		<i>Volunteers</i>	\$105,044
Classroom Volunteers	\$58,546	\$25,207	
Policy Council Volunteers	\$19,653	\$1,638	
TOTAL	\$78,199	\$26,845	
		<i>Automobile Insurance</i>	\$6,269
Automobile Insurance	\$5,572	\$697	
OTHER TOTAL	\$111,736	\$31,971	\$143,707

6. Non-Federal Share Match Waiver

SCPSHS is not requesting a non-federal share match waiver.

7. Administrative Cost Waiver

SCPSHS is not requesting a 15% limitation on development and administrative cost waiver.

8. Enrollment Reduction Request

SCPSHS is not requesting a reduction in enrollment.

9. Conversion

SCPSHS is not requesting a conversion.

10. Purchase, Construction, or Major Renovation of Facilities

SCPSHS is not requesting funds for the purchase, construction, or major renovation of program facilities.

11. Equipment

SCPSHS is not requesting funds for the purchase of equipment as defined in 45 CFR 75.2.

School Board Meeting- September 9, 2021

Resignation:

Emily Glenn, teacher, effective August 4, 2021

Melanie Sloan, Head Start Teacher, effective August 9, 2021

Michelle Lawson, school nurse, effective August 10, 2021

Beth Stidham, Health Services Coordinator, Head Start, effective August 24, 2021

Travis Flanary, teacher, effective August 12, 2021

Kayla Casura, teacher, effective August 17, 2021

Cindy Carter, child nutrition manager, effective September 10, 2021

Anna Fansler, Head Start teaching assistant, effective September 7, 2021

Jeff Lester, teacher, effective September 7, 2021

Employment:

Lisa Gibson, nurse, effective for the 2021-2022 school year

Hillary Fletcher, nurse, effective August 30, 2021

Nicole Burchett, teacher, effective for the 2021-2022 school year

Victoria Barber, child nutrition worker, effective August 23, 2021

Melanie Sloan, teacher, effective for the 2021-2022 school year

Courtney Christian, teacher, effective August 23, 2021

Casey Hill, custodian, effective August 19, 2021

David Kegley, custodian, effective August 23, 2021

Rocky West, custodian, effective September 10, 2021

Rhea McConnell, athletic director, GCMS, effective for the 2021-2022 school year

Audrianna Jennings, paraprofessional-art, effective August 25, 2021

Rachel Cardic, paraprofessional-music, effective August 30, 2021

Heather Osborne, teacher, effective August 30, 2021

Steve Lane, head varsity baseball coach, RCHS, effective September 7, 2021

Lucas Lane, assistant baseball coach, RCHS, effective September 7, 2021

Nick Hood, assistant softball coach, RCHS, effective September 7, 2021 (Split Stipend)

Mark Byington, assistant softball coach, RCHS, effective September 7, 2021 (Split Stipend)

Michael Paul Berry, head boys' track coach, RCHS, effective September 7, 2021

Chris Scott, non-stipend assistant boys' basketball coach, TSHS, effective for the 2020-2021 school year

Victoria Arnold, non-stipend drama coach, effective for the 2021-2022 season

Memo

To: School Board Members
From: Jason Smith, Assistant Superintendent
Date: September 9, 2021
Re: Substitute List

The following substitutes are submitted for your approval:

1. Alyssa Ferguson
2. Debra Boy
3. Wanda Hubbard
4. Katie Hilton
5. Melanie Clark
6. Macy Dishner

Memo

To: School Board Members
From: Jason Smith, Assistant Superintendent
Date: September 9, 2021
Re: FFCRA

Attached is information on FFCR (Families First Coronavirus Relief Act) that was approved through September 30th. Discussion of approval of continuation would use local funds to cover absences.

Jason Smith

From: Carla Carter
Sent: Thursday, March 18, 2021 8:05 AM
To: Jason Smith
Subject: FW: ***WARNING, External Mail***[BULK] American Rescue Plan Act Signed Into Law

Just an FYI

From: ThinkHR <no-reply@thinkhr.com>
Sent: Wednesday, March 17, 2021 6:04 PM
To: Carla Carter <Carla.Carter@scottsschools.com>
Subject: ***WARNING, External Mail***[BULK] American Rescue Plan Act Signed Into Law

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Federal Law Alert

American Rescue Plan Act Signed Into Law

The American Rescue Plan Act (ARPA), which is the latest bill to address the ongoing economic impacts of COVID-19, has been signed into law. Most aspects of the law do not directly affect the HR function, but those that do—optional extension of sick and family leave and establishment of COBRA subsidies—are outlined below.

OPTIONAL EXTENSION OF SICK AND FAMILY LEAVES

Part of ARPA is an extension of the current tax credit scheme for Emergency Paid Sick Leave (EPSL) and Emergency Family and Medical Leave (EFMLA) under the Families First Coronavirus Response Act (FFCRA). The FFCRA required many employers to provide EPSL and EFMLA in 2020, but became optional when it was previously extended to cover January 1 through March 31, 2021.

The new extension under ARPA takes effect April 1, 2021, and lasts through September 30, 2021. Like the current version, it remains *optional*. In addition, tax credits are available but only to employers with fewer than 500 employees and up to certain caps. To receive the tax credit, employers are required to follow the original provisions of the FFCRA. For example, they can't deny EPSL or EFMLA to an employee if they're otherwise eligible, can't terminate them for taking EPSL or EFMLA, and have to continue their health insurance during these leaves.

Emergency Paid Sick Leave (EPSL) Changes

Here are the key changes to EPSL, in effect from April 1 through September 30, 2021:

- Employees can take EPSL to get the COVID vaccine and to recover from any related side effects.

- Employees can take EPSL when seeking or waiting for a COVID-19 diagnosis or test result if they've been exposed to COVID-19 or if the employer has asked them to get a diagnosis or test. (Previously, time spent waiting on test results was not necessarily covered, which seemed like an oversight.)
- Employees will be eligible for a new bank of leave on April 1. Full-time employees are entitled to 80 hours while part-time employees are entitled to a prorated amount.
- Employers can't provide EPSL in a manner that favors highly compensated employees or full-time employees or that discriminates based on how long employees have worked for the employer. (Be aware that any inconsistencies in the granting of leave could potentially lead to a discrimination claim.)

Emergency Family and Medical Leave (EFMLA) Changes

Here are the key changes to EFMLA, in effect from April 1 through September 30, 2021:

- EFMLA can now be used for *any EPSL reason*, in addition to the original childcare reasons. This includes the two new EPSL reasons noted above.
- The 10-day unpaid waiting period has been eliminated.
- The cap on the reimbursable tax credit for EFMLA has been increased to \$12,000 (from \$10,000). This applies to all EFMLA taken by an employee, beginning April 1, 2020. This change accounts for the additional 10 days of *paid* time off—the daily cap of \$200 remains the same.
- The law isn't clear as to whether employees are entitled to a new 12-week bank of EFMLA. We anticipate that the IRS, DOL, or both will provide guidance on this question soon. It is possible that an employee will be entitled to additional *unpaid* protected time off, even if they already received the maximum reimbursable amount during previous EFMLA leave(s). We will update our materials if and when new information is available.
- Employers can't provide EFMLA in a manner that favors highly compensated employees or full-time employees or that is based on how long employees have worked for the employer. (Again, be aware that any inconsistencies in the granting of leave could potentially lead to a discrimination claim.)

Reasons for Using EPSL and EFMLA

Starting on April 1, employees can take EPSL or EFMLA for the same set of reasons, which is a useful simplification. The following are acceptable reasons for taking these leaves:

1. When quarantined or isolated subject to federal, state, or local quarantine or isolation order
2. When advised by a health care provider to self-quarantine because of COVID-19
3. When the employee is:
 - Experiencing symptoms of COVID-19 and seeking a medical diagnosis
 - Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19 because they have been exposed or because their employer has requested the test or diagnosis
 - Obtaining a COVID-19 vaccination or recovering from any injury, disability, illness, or condition related to the vaccination
4. When caring for another person who is isolating or quarantining on government or doctor's orders
5. When caring for a child whose school or place of care is closed due to COVID-19

Employees and employers will—in most cases—want to exhaust EPSL first, since it has a higher tax credit, except when used to care for others.

Tax Credit Review

The tax credits available between April 1 and September 30 are the same as under the original FFCRA, except for the increased aggregate cap for EFMLA. Tax credits are available as described below, regardless of how much EPSL or EFMLA an employee used prior to April 1.

- The credit available for **EPSL** when used for reasons 1, 2, or 3 (self-care) is up to 100% of an employee's regular pay, with a limit of \$511 per day.
- The credit available for **EPSL** when used for reasons 4 or 5 (care for another) is up to 2/3 of an employee's regular rate of pay, with a limit of \$200 per day.
- The credit available for **EFMLA** for any reason is up to 2/3 of an employee's regular pay, with a limit of \$200 per day and a cap of \$12,000 per employee.

Employers can also claim a credit for their share of Medicare tax on the employee's wages and the cost of maintaining the employee's health insurance (qualified health plan expenses) during their absence.

COBRA SUBSIDIES

Another important aspect of the law employers should understand is the creation of COBRA subsidies.

Employees and families enrolled in the employer's group health plans may lose coverage if the employee's work hours are reduced or employment is terminated. They can elect to continue coverage under COBRA, but the high premium cost can make it difficult to afford this coverage.

ARPA provides a 100% COBRA subsidy if the employee's work reduction or termination was involuntary. The subsidy applies for up to six months of coverage from April 2021 through September 2021 (unless the individual's maximum COBRA period expires earlier).

For group plans subject to the federal COBRA rules, the employer will be required to pay the COBRA premium but then will be reimbursed through a refundable payroll tax credit.

Employers with fewer than 20 workers usually are exempt from the federal COBRA rules, but their group medical insurance plans may be subject to a state's mini-COBRA law. In that case, it appears the subsidy will be administered by the carrier. The carrier will pay the premium and then be reimbursed by the government.

Employers will need to work with their group health plan carriers and vendors on how to administer the new subsidy provision. Although it takes effect April 1, 2021, employees who were terminated earlier but are still in their COBRA election window also are included. Federal guidance is expected to be released by April 10, including model notices that plans can tailor for their use.

Note that the COBRA subsidy doesn't apply during FFCRA leaves because employees are entitled to maintain their health insurance during those leaves on the same terms as though they had continued to work.

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